

Helping you Gain Fulfilling & Sustainable Employment



Get That Job Workshop- Day 1

**9:00 am –
11:00 am**

- Introduction and house keeping.
- What do employers look for.
- How to market yourself, skills and attributes to employers.

11:00 - 11:15 am

TEA BREAK

**11:15 am –
12:45 pm**

- Building rapport and making a strong first impression.
- Develop your own elevator pitch that can be used anywhere, (phone, face to face or email)

12:45 - 1:30 pm

LUNCH

**1:30 pm –
3:00 pm**

- Introduction to resume writing - what makes a good resume.
- Cover letter and how it can help you get ahead of the competition.

3:00 - 3:15 pm

TEA BREAK

**3:15 pm –
5:00 pm**

- Phone work - how to use the phone to increase your chances of finding a job.
- How to use social media and build your personal brand in your job searching.

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Get That Job Workshop - Day 2

9.00 am –
11.00 am

- Tap into the hidden job market.
- Job interview techniques and why they are important.
- Different types of interview questions.

11.00 - 11:15 pm

TEA BREAK

11:15 am –
12:45 pm

- Mock interviews and your chance to practice.

12:45 - 1:30 pm

LUNCH

1:30 pm –
3.00 pm

- Set goals and feel more motivated.
- Why having confidence makes all the difference?
- Techniques to boost confidence.

3:00 - 3:15 pm

TEA BREAK

3.15 pm –
5.00 pm

- Resilience and dealing with rejection.
- Set your action plan.