

An Outline:

CAREER PLANNING & JOB SEARCH SKILLS

This outline details some of the ways in which we are able to assist people who are facing the task of finding alternative work as the result of redundancy or restructuring, or who simply want to review where their careers are going and what other options they may have.

Clarifying Vocational Direction

Where an individual wishes to clarify their vocational direction or explore career alternatives we recommend they complete vocational and temperament testing followed by an in-depth work history interview. The results of the tests and interview are analysed and verbal feedback is provided, together with a written summary if required.

Psychological Preparation

To enhance the likelihood of success we provide training in understanding the psychological processes involved in setting and achieving specific goals without being undermined by worries and anxieties. This training provides the tools necessary to build long term career plans, cope with stress, and increase the probability of finding suitable employment opportunities.

Job Search Skills

This training is focused on providing the practical skills needed to gain employment. The areas covered include: preparing a job search strategy and plan, preparing a timetable, networking, targeting and prospecting to locate non-advertised jobs, and obtaining detailed information about vacancies to enable tailoring of the job resumé.

Resumé Preparation

We are able to assist in the preparation of all current styles of resumé. We have, however, had greatest success with the 'one page' model suggested by Yana Parker in her book "*The Damn Good Resumé Guide*". This format has the advantage of focusing on the attributes most closely related to the desired job. Depending on the circumstances, we can either train an individual in the process involved, help them to get started and then review the resumé they have produced, or fully prepare a resumé from the information gained during the in-depth interview. Resumés can subsequently be modified as required for different positions.

Interview Skills

As an organisation we are heavily involved in interviewing candidates with and on behalf of organisations. From this experience base we are able to advise candidates on how to prepare mentally for interviews, the information they need to obtain before the interview, how to present themselves, how to respond to standard questions, how to highlight relevant skills and minimise the impact of weaknesses and how to structure their replies. The training is supported by repeated practice in an interview situation, with video playback if required.

Ongoing Support

We are happy to provide ongoing support for as long as necessary during the job search process. The feedback we have received from individuals, particularly those who have found the process difficult, is that they have found such support invaluable in helping them to remain motivated, review their progress, and prepare confidently for up-coming interviews.