

Career Transitions - Getting Started

This is a 4-hour workshop with practical and action-oriented guidelines and tips to help job seekers achieve their goals in the two key elements of Job Search and Resume Writing

We guarantee a small group environment with an experienced job coach.

Job Search

It is generally estimated that only 20 to 30% of all jobs are advertised. Most are filled through networks and contacts, referrals or through proactive approaches from potential job applicants. With the growth in social media, on-line career sites and talent pools, this percentage is likely to be falling rather than growing. All job applicants need to be aware of the strategies they can use to find and win jobs before they are advertised.

We will help you:

- Establish your personal “campaign centre”
- Assess your career and skills
- Identify your “ideal”, “acceptable” and “no-go” job characteristics
- Identify sources of jobs, especially tapping into the hidden job market
- Develop and implement a focussed job search plan
- Be proactive
- Use social media strategically

Resumes as a Tool to Market Yourself

Your resume must include basics such as education and career history. It can be much more effective as a tool for marketing yourself if you can refocus your resume for your preferred job or industry, identify your value proposition - your strengths and transferable skills; present your achievements and results and communicate your attitude and values. This session will help you learn how to stand out in a crowd! We will cover:

- The basic rules of writing a good resume
- Ensuring an excellent presentation
- Identifying your “value proposition” – your strengths
- Highlighting your achievements and results
- Communicating attitude and values
- Standing out from the crowd

Our Approach

Our approach is practical and participative. In a small group setting, we will address the needs of each participant. You'll enjoy working with a career mentor from our experienced, positive and motivated career training team.

Fees: \$198 including GST - group discounts available

Dates and Times: Check our website

Location: Christie Centre, 320 Adelaide Street, Brisbane