

# Job Applicant Skills – 2 day Intensive Workshop

## Target Group:

This workshop is designed for government employees and non-government employees wishing to perform to their best in a government selection process.

## Course Overview:

This two-day workshop is our intensive training program for job applicants. It allows more time for practical exercises and feedback. We cover a wider range of selection techniques and provide more tools and techniques to support you through the whole process.

**Day One** - the first day will focus on preparing a professional resume, gathering your examples of skills and experience and writing a statement or cover letter. We will provide you with an understanding of governments' merit selection processes. You will develop practical skills in analysing roles for which you can apply, understanding capability frameworks, how to work with them and how to provide evidence of your claims to a role. You will then have the opportunity to apply these skills and knowledge to improve your current resume and supporting statement before returning for the second day.

**Day Two** - this day will focus on preparing for an interview. We will cover conversational interviews as well as the traditional selection interview approaches. You will have an opportunity to prepare for, and practice, anticipating questions and planning your responses and as well as preparing a convincing closing statement. We will help you learn how to manage both your verbal and non-verbal communication at interview while also providing you with techniques for managing your nerves. We will also provide tips and techniques that will help you handle other, increasingly common, selection techniques such as work tests and psychometric assessments. You will gain tips on how to confidently present yourself throughout the selection process.

## Our Approach:

You will receive personalised attention and opportunities to practice skills, gain constructive feedback and be provided with quality resource material, all in a supportive environment. You will be required to bring your resume (not to be shared with others) and a role description for a job for which you could possibly apply.

## Our facilitators:

Jane Woodland, Maria O'Leary, Miranda Miller and Angela Bryan have a wealth of government recruitment experience together with outstanding facilitation and coaching skills. They share a passion for supporting job applicants to perform at their best in the selection process and freely share their experience, enthusiasm and encouragement.

Jane, Maria, Miranda and Angela have run numerous workshops and provided individual coaching and career transition support for job applicants at all levels.

