

# 14 Day Job Search Training Program

## Who Should Attend?

If you are new to the Australian employment landscape, have limited local experience or an individual who is applying for roles, but enjoying no success - this course is for you. Anybody who wants to improve their job search, resume, job interview skills, image and career opportunities will benefit from our 14 Day Job Search Program.



## Course Outline

In this course we approach the different stages of the job search and instruct you in what works best. You are supplied with a resume template that conforms to Australian expectations, undergo a personality profile that will allow you to compete in the Australian market. We will help you to set your career goals, work on your communication and presentation skills and provide you with a list of common questions asked during interviews.

We use a variety of industry best interactive learning techniques and structured exercises to achieve desired outcomes.

## Course Details

Course Fees	\$349.00 (Ex GST)*
Duration	3 x 3 hour sessions over 14 Days
Dates	Courses are conducted monthly. For latest course details visit <a href="http://www.headstartgroup.com.au">www.headstartgroup.com.au</a>

Session 1	Career Toolkit – Resume & Personality Profile
Session 2	Job Search & Career Plan
Session 3	Personal Branding & The Interview

\* All participants will receive a complimentary Personality Profile valued at \$49.00 and 3 months ongoing telephone & email support.

## About Us

HeadStart possesses over twenty years of recruitment, professional development, training and HR experience. Our courses are unique in that they bring practical knowledge of how the recruitment and hiring landscape in Australia really works. Our courses are driven by a desire to provide the **best** possible techniques to our attendees, and offer a tangible difference to our competitors. Born from our experience in the local recruitment and HR industry.



## Course Modules

- The personality profile – How it works for you
- Your Resume – getting it right
- Presenting your application for the Australian Market
- Understanding your workability skills and limitations
- Setting career goals
- Your Image - improving your communication and presentation skills
- The 'hidden job market'
- Successful interviewing

## Course Outcomes

At the conclusion of this course, participants will be able:

- To develop a greater understanding of how the job search process differs from that in their country of origin.
- To have a vastly improved resume, based on Australian conventions
- To set SMART career goals
- To understand their personal career strengths and weakness
- To interview with confidence
- To use their personality profile to promote their job prospects
- To uncover 'hidden roles' in the Australian job market

## ★ Success Rate

90% of all participants who attended our Job Search Training Program have found employment within 6 weeks of completing this course.



## Course Code – HS017

### HeadStart Group

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