

Job Readiness Training

The Job Readiness Training consists of three individual workshops and specific learning objectives for each workshop as follows;

Job Search Strategies Workshop Learning Objectives

At the conclusion of this workshop participants will be able to perform the following;

- Without aid of class notes, list clearly 5 of the most important qualities that companies seek in candidates applied for office administration positions.
- Using pen and paper or a suitable software application, develop a well-thought job search plan with specific action items for a job/internship search.
- Given the story of a graduate job seeker, make proper suggestions to this person to effectively use the tools, resources and methods that would be helpful in his/her job search.
- Clearly describe in written their career goals, strengths, and improvement areas to achieve these goals.
- Give examples of at least 2 commonly made mistakes in a job search and possible strategies to avoid these mistakes.
- Name the steps in the employee selection process in a right order and give examples of the techniques used in this process.

Resume Writing Workshop Learning Objectives

At the conclusion of this workshop participants will be able to perform the following;

- On a computer or paper, organize a resume layout that is consistent and uncluttered.
- Given a list of resume sections, correctly categorize the typical and the optional sections that a resume may include.
- List all the key features of a professionally written resume.
- List minimum 5 words/phrases that are proper and 5 words /phrases that are not proper to use in a resume.
- Given a set of information items, select the correct information that should be included in and should be left out of a resume.
- Given a poorly-written resume example, determine and correct all the mistakes done.
- Given a set of resume examples, classify the resumes correctly based on their types.
- When provided with a computer with Internet access, fully build and manage an online resume on various platforms.

Interview Techniques Workshop Learning Objectives

At the conclusion of this workshop participants will be able to perform the following;

- Generate at least 3 proper questions to ask the interviewer.
- When feel stressful before and during an interview, successfully utilize stress reduction techniques to control interview anxiety.
- In a job interview simulation, effectively use body language techniques to convey a confident, professional image.
- Give at least 5 examples of the expressions that help an interviewer sound confident and convincing in a job/internship interview.
- Give an example of how to demonstrate his/her vocational qualifications in a job interview.
- Write a good follow up letter and demonstrate a properly made follow-up call.
- Briefly describe commonly used interview types and purposes.
- Given a chart showing several interview questions and types, correctly match the interview types and related questions.
- Watching a 15-minute video of an interview example, determine all of the mistakes made by the interviewee in the video, and be able to suggest solutions to correct these mistakes.
- In an interview simulation, demonstrate how to respond to an inappropriate interview question proficiently.
- Tell the essential actions to get prepared for a job/internship interview.