

## **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.