

COURSE FACT SHEET:

Get That Job!

A practical guide to the job search process

Turn redundancy into positive outcomes for everyone

Just when everything is going well you find you're going to lose your best staff. Redundancy is traumatic for everyone – those who must leave, those who 'survive' and the managers who have to hold everything together. The professional response is to ensure that employees whose jobs are redundant get the best help available when searching for new work.

Get That Job! is a practical learning experience produced in association with respected counselling and advice service, CEPEC Consulting, and which has been designed to support people through this difficult time. Here they will identify their key skills and learn how to match them to their ideal job. It will enable them to develop their potential and move forward with added confidence.

How this course will benefit your organisation

Many employers make outplacement and job search counselling available, but this is not just nice to do – there are sound business reasons. Making Get That Job available to your outgoing employees will help you discharge your moral responsibility to these people. Plus it will send a clear message to them, to those who remain, to the local community and to your business sector, that in your organisation, corporate social responsibility is not just a phrase but a reality.



Produced by Skill Boosters in partnership with CEPEC:

CEPEC has long been respected by the HR community for the work it does from providing solutions to career management, outplacement and coaching to ensure industry best practice is followed.

Related topics:

Take a look at our "Assert Yourself" training solutions

www.skillboosters.com

Key learning outcomes

'Get That Job! A practical guide to the job search process' will show your outgoing staff:

- The options available to them
- Effective negotiation
- Their personal skill set
- How to organise job searches
- CV and interview preparation
- Confident interviewing techniques



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Course details

Overview

This e-learning course or LIVE trainer-led workshop includes a comprehensive range of modules to develop skills for the job search process. Suitable for all outgoing employees, it has been developed to help staff at any level including: foundation level employees, operational people, managers and senior executives.

Course Content

The content of Get That Job! covers all the information and skills outgoing employees need to move confidently from a redundant post into the right career move for them.

Course Outline

Skills Analysis

- Facing your future
- The analysis
- Your ideal job

Job Search

- Organising
- Market research
- CVs and applications

Interviews

- Types of interviews
- Preparation
- Get the job

Assessment quiz

LIVE trainer-led

LIVE trainer-led workshops can be tailored to your specific needs.

What sets Skill Boosters apart?

- Our courses consist of credible and best practice learning content developed in partnership with leading subject matter experts
- We can blend subject matter and delivery methods in a unique way
- Our training solutions can be tailored to suit the needs of your staff and organisation
- We create innovative learning technologies to deliver inspiring and accessible training solutions
- Our background and expertise in television, multimedia and education enables us to create rich media-based training solutions which engage learners throughout their learning journey
- We offer a no-obligation 'try before you buy' service

“ The redundancy process is difficult for everyone involved. But if you provide training for people during this stressful time, it will help build a positive reputation for your organisation and demonstrate your dedication to individual wellbeing. ”

Maureen Moody
Journalist and
Training Consultant

Delivery formats available

CD-ROM and Intranet with user booklet.

LIVE trainer-led workshops

Duration

120mins approx.

LIVE trainer-led workshops
half day or one day

Please contact us for pricing options, special offers or to discuss a tailored model.



Organisations that have already invested in and reaped the benefits of this course: **CABINET OFFICE** DEPARTMENT OF HEALTH
S HOME OFFICE SOCIAL SERVICES EAST HANTS DISTRICT HOSPITAL **EAST SUSSEX EDUCATION & LIBRARIES** LONDON
LONDON SOUTH LEARNING AND SKILLS COUNCIL **LOWESTOFT COLLEGE CORPORATION** UNIVERSITY OF BIRMINGHAM
METROPOLITAN INTERNATIONAL SCHOOLS LTD **HILLINGDON HOSPITAL** NEW FOREST DISTRICT COUNCIL **THE TATE** **BBC**
NEWCASTLE MENTAL HEALTH NHS TRUST NORTH EAST AMBULANCE SERVICE **READING BOROUGH COUNCIL** CIS LTD
GUARDIAN FINANCIAL SERVICES **NORWICH UNION LIFE** PRICE WATERHOUSE COOPERS **MORLEY AND SCOTT CHARTERED**