



JOB APPLICATION AND INTERVIEW SKILLS WORKSHOP

1 DAY WORKSHOP

Even though the Skills Shortage, so widely publicised in the popular media, is creating new opportunities for many job seekers, employers are still being very selective about the candidates they recruit. This means that job seekers still need to take special care with their application. As you know, great opportunities don't come along every day so it's really important that you put your best foot forward for every application. We'll show you how!

This hands-on workshop explores typical recruitment models and presents a contemporary approach to equip you to effectively apply for your next job. You will understand the importance of job analysis in preparing your application, including techniques to access valuable information. This course also considers the role of the resume including how best to prepare them and what content **must** be included. We also explore what not to do in the application process so you can avoid the common and not so common mistakes many job seekers make. In short, this workshop gives you practical skills and tools to ensure you present at your best for that next great opportunity.

Learning Objectives

- How to network effectively
- How to analyse job requirements more effectively
- How to respond to selection criteria
- The secret to persuasive covering letters
- How to structure and tailor resumes to specific positions
- Understanding the various selection techniques used today
- Tips and tricks to perform better at interview

Workshop Overview

- Networking - to access more and better job opportunities
- Job Analysis - how it helps you stand out from the crowd
- Responding to Selection Criteria - how to make this process as pain free as possible
- Why Cover Letters are so important - how to make yours great

- Interview Winning Resumes - contemporary approaches, tips and tricks
- Behavioural Interviews - how to overcome stress and perform at your best
- Understanding and Blitzing Common Selection Techniques
- Avoiding Common Mistakes - in your application and at interview

Workshop participants will receive their own workbook allowing them to develop their own application and resumes. Participants also have easy access to all course content and activities ensuring that all future applications are winning applications.



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Registration Form

Participants Details

Name: _____

Mobile: _____

Organisation: _____

Email: _____

Position: _____

Postal Address: _____

Phone: _____

Course Details

Job Application and Interview Skills Workshop

When: Wednesday 16th May 2007 8:45am - 4:30pm

Cost: Workshop + 45min follow-up Coaching Session
\$550.00 (includes GST)

Location: Judith Wright Centre of Contemporary Arts

Terms and Conditions

Cancellation:

If you are unable to attend a workshop, substitutes can be made by prior arrangement.

If you would like a refund of your registration, we must receive notification of your cancellation five (5) working days prior to course commencement.

Blaze Unlimited reserved the right to re-schedule courses subject to demand.

Privacy:

The information you provide will be handled in accordance with Australian privacy standards.

It will be used for registration and payment, for this course or another course.

Payment Options



Billor Code: 74633
Ref:1005 7932 7



Call 1300 552 311 to make secure credit or debit card payments. Ref:1005 7962 7



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Name: Blaze Unlimited Pty Ltd

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Book by 4th May to receive 10% Early Bird Discount

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