

# Employability Skills

## Who can benefit?

The course is suitable for delegates at any level who wish to develop their employability skills through development of current CV's and interview techniques. The course aims to build confidence and raise aspirations whether that is internal to the organisation or where the organisation may wish to provide support to staff that may be facing redundancies. The sessions are positive in looking at personal strengths and developing an action plan to seek future employment.

## Course Objectives

- Review current aspirations, strengths and development areas
- List the key principles when completing application forms
- Understand how to structure application form information for maximum impact
- Produce own up to date CV
- Write an example covering letter of application to apply for an advertised vacancy
- Take part in a role play interview
- List three main points of interview preparation
- Reflect on own interview performance

## Content

- Why are application forms used?
- Screening an application form
- Additional information
- Researching the company
- Information to include in CV
- Layout of CV
- Letter of application
- Preparing for an interview
- The role of the interviewee
- The role of the interviewer
- Questioning techniques
- "STAR"
- Skills, knowledge and attitude
- Body language

## Methods of Delivery

- Practice, group work, role play and discussion.

## Pre- course Preparation

Delegates to bring a copy of their most recent CV.