

Go...Get That Job! with Pitman Training

Of all the self-development courses you could attend, the one which helps you actually get into employment in the first place is arguably the most important - that's exactly what Go... Get That Job! is designed to do.

It doesn't matter whether you're in work and looking for a new position; leaving full-time education and entering the job market for the first time; or returning to work after illness or having children - the things you will learn will be invaluable.

Over four simple learning modules you'll cover everything from identifying your ideal job through creating a CV to tracking down job opportunities and vital interview techniques.

The course is designed for flexible learning - which means that you can take things at your own pace. There's always a course advisor on hand when you need extra support. So when you do apply for a job, having the well-respected Pitman Training name on your CV will be a serious endorsement; a sign of your initiative and independent thinking.

Designed for

This course is designed for those who wish to prepare for getting a new job - to get into the job market, return to work, change job, etc.

Prerequisites

None.

Objectives

To cover the different steps required to assist with getting a job.

Course Content

Module One: Meeting the case study candidates, identifying your ideal job, defining your skills and interests, identifying your qualities, recognising your achievements, e-mail addresses and other internet issues, completing your paperwork,

Module Two: Identifying what to include in a CV, recognising a chronological CV and its purpose, recognising a functional CV and its purpose, identifying which type of CV suits your needs, recording contact details on a CV, recording your career history, recording your education and qualifications, describing your achievements, writing a personal statement, identifying key skills and qualities, preparing and presenting your CV.

Module Three: Searching for jobs using the internet, analysing job advertisements identifying information you need to research, targeting your CV, completing a paper application form, answering competency-based questions, completing an application form online, cover letters, e-mailing a job application, creative job hunting, gaining appropriate skills,

Module Four: Receiving a telephone invite to interview, replying to an invite to interview, matching your skills to the job requirements, frequently asked questions, effective answers, asking your own questions, different types of interview, handling a telephone interview, dressing for an interview, making a good impression, body language, evaluating the interview, writing a thank-you letter, handling second interviews, using your Pitman Folder.

Benefits

- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **A Pitman Folder containing various forms to assist with finding and getting that job**

Course duration: Approx 10 hours

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



- ▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts