

# Let's Get That Job!



**A highly motivational employability skills course that deals with the real issues faced by job seekers in today's market**

*"I would recommend this course to anyone job searching. It is invaluable."  
Let's Get That Job! attendee, July 2012*

## **INTRODUCTION**

Finding a job in today's market is no easy task and this innovative employability skills training programme is tailored to meet the demands of people who are looking to develop their job search techniques and interview skills to increase their chances of securing the employment they want.

## **AIMS**

*Let's Get That Job!* covers the entire spectrum of finding a job - from developing your CV, to completing application forms, reading job adverts and preparing for interview - this course covers it all and does so from a unique and engaging angle. *Let's Get That Job!* is primarily driven by the clients learning to recognise and take ownership of the skills and strengths they have to offer potential employers and using this information to make themselves far more attractive to potential employers.

## **CONTENT**

Some of the themes included in *Let's Get That Job!* are:

- Where am I now?
- Dealing with my barriers to work
- How to win the job search game
- Owning my own skills and strengths
- Understanding job adverts
- Creating a CV that works
- Writing a cover letter
- Speculative letters that work
- Completing application forms
- Preparing for interview
- Handling interview questions
- Using a pre-interview checklist

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## ADDITIONAL INFORMATION

*Let's Get That Job!* comes with unlimited aftercare, where clients can contact us via email or phone for help with CVs, application forms, etc.

## WHO IS THE COURSE SUITABLE FOR?

*Let's Get That Job!* is ideal for clients on government-funded training programmes including the Employability Fund.

## WHAT ORGANISATIONS USE LET'S GET THAT JOB?

*Let's Get That Job!* is used by DWP, Jobcentre Plus, Routes to Work, Rosemount Lifelong Learning, SCVO, Spark of Genius, Jobs & Business Glasgow, Falkirk Council, West Dunbartonshire Council, East Renfrewshire Council, North Lanarkshire Council

## DURATION

1 or 2 days

## LOCATION

Delivered at your premises

