SEARCH

GOAL

SK

JOB SEARCH

CV

Job Search Skills

CAREER

APPLICATION

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OVERVIEW

Welcome to The Mandatory Training Group's online Job Search Skills training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Searching for a job can be intimidating. How do you know what job you're best suited for? How do you build a winning resume and cover letter? Where can you find job leads? How do you network without feeling nervous? What happens when you land an interview? And most importantly, where do you find help when you need it?

The online Job Search Skills training course will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you will be more than ready to start your search for your perfect job. Identifying the purpose of working and the assessment of skills can help determine the types of jobs your participants should apply for.

Job Search Skills – E-Learning Course — CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 4 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Job Search Skills training course is suitable for those who want to gain the essential skills required to search for a job.

Course aims

This comprehensive online Job Search Skills training course will answer come of the most common questions about searching for a job, plus a plan to get you to a new job. After completing this online Job Search Skills training course, you will be more than ready to start your search for your perfect job. Identifying the purpose of working and the assessment of skills can help determine the types of jobs participants should apply for.

Learning outcomes

The learning outcomes of this online Job Search Skills training course are to:

- ♦   Define your objectives and purpose in your search for employment
- ♦   Help you establish SMART goals in the job-hunting process
- ♦   Assist you in developing a first-month plan of action for your job search
- ♦   Craft an effective resume
- ♦   Form an attractive cover letter
- ♦   Develop and present a portfolio of your prior work
- ♦   Learn networking skills in finding leads for jobs
- ♦   Efficiently get interviews and thrive in the interview process.

What is covered in this course?

This online Job Search Skills training course includes the following:

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Ready, Set, Go!

- Identifying Your Values and Purpose
- Assessing Your Skills
- Setting SMART Goals
- Building a Resource System
- A 30-Day Plan

Module 3: Building Your Resume

- Basic Resume Formats
- Chronological Style Resume
- Combination Style Resume
- Essential Information to Include
- Dealing with Awkward Points
- Checklist for Success

Module 4: Polishing Your Resume

- Creating an Attractive Package
- About Branding
- Some Extra Touches
- Checklist for Success

Module 5: Writing a Cover Letter

- Types of Cover Letters
- First contact cover letter
- Targeted cover letter
- Recommendation Cover Letter
- Creating a Template
- Customising the Template
- Checklist for Success

Module 6: Creating a Portfolio

- When Do I Need a Portfolio?
- Types of Portfolios
- Working Portfolio
- Display Portfolio
- Assessment Portfolio
- Essential Elements
- Checklist for Success

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Module 7: Networking Skills

- What is Networking?
- Getting a Conversation Started
- Creating an Effective Introduction
- But Iâ€™m So Nervous!
- What Not to Talk About
- Wrapping Up and Moving On

Module 8: Skills for Success

- Being Organized
- Becoming a Punctual Person
- I Can Do This!
- Important Etiquette Points

Module 9: Where to Look?

- The Obvious Places
- The Hidden Job Market
- About Cold Calling
- The Power of Networking

Module 10: Understanding the Interview

- Types of Interviews
- What to Expect
- About Behavioral Questions
- About Knowledge Questions

Module 11: Interview Skills

- Dressing for Success
- The Meaning of Colors
- Interpreting Common Dress Codes
- Deciding What to Wear
- Answering Questions
- Asking Questions
- Following Up

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Why is this online Job Search Skills training course essential?

Job search strategies and skills can be categorised into three parts:

1. **Practical steps** that you can take to improve your chances of getting a job
2. **Tools and tricks** that a job seeker can use to increase interview chances
3. **Positive psychological attitudes** and outlooks that can help to reinforce the process and keep it going

For some people, these come naturally. We all know those people who seem to create extensive networks with others as though it were second nature, right? Others of us need a little bit of help and guidance. That's what this online Job Search Skills e-learning course will cover.

Mandatory Training Group

Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

Mandatory Training Group

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

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Click Here to Buy this Course

Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

> *"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".*
>
> Anne Joy, OSD Healthcare, Hemel Hempstead, UK

OneHealth.co.uk — Healthcare choice for everyone

Statutory and Mandatory Training for Healthcare Providers

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

> *"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."*
>
> David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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