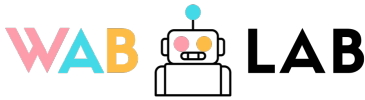


Get Good Jobs

CRS-Q-0027763-ES



Strategic Partner



Training Partner

Workshop Description

To equip the learners with the knowledge and skills to be able to conduct self-assessment of own competencies to determine career goals, and develop a plan to achieve these career goals. The participant will be able to source for compatible jobs, apply for them, prepare for advanced job interviews and demonstrate appropriate social etiquette when attending interviews.

Workshop Objectives

At the end of the workshop, the learners should be able to:

1. Conduct self-assessment of personal competencies acquired through learning and experience
2. Set personal career goals taking into account industry demand and personal competencies
3. Review requirements to achieve personal career goals and develop plan to achieve career goals
4. Source for jobs which are compatible with personal competencies and career goals
5. Select jobs that best match personal competencies and career goals, establish job requirements and apply for jobs
6. Apply advanced skills to prepare for and attend job interviews
7. Maintain standards for personal image and hygiene when attending job
8. interview
9. Demonstrate social etiquette skills to build relations with interviewers

Workshop Content

- Welcome and ice breaking

Section 1:

- Personal Competency and Career Goals

Section 2:

- Sourcing and selecting Good Jobs
- Writing a great resume

Section 3:

- Interview Skills and Grooming for Success
- Preparing, anticipating and handling of tough interview questions

Workshop Methodology

This workshop will be conducted with a good blend of lecture, interaction, resume writing and interviews practices.

Intended Audience

- Participants who may be in job transition or looking for a new career or enhanced job opportunities.
- Professionals, Managers and Executives who may be in job transit into a new career quickly
- Returning housewives who may be integrating back into the workforce
- Fresh graduates from tertiary education who may want to maximise their efforts in finding their dream jobs

Duration

2.5 days



Up to **95%**
course fee subsidy¹

Up to **\$400**
Training Commitment
Award²

\$4.50
per hour
Training Allowance²

Up to **\$500**
SkillsFuture Credit
Claimable³

Workshop	Duration (Hours)	Full Fee	Company Sponsored	Self Sponsored		
			Singapore Citizens or PR	Singapore Citizens or PR ≥ 21 years	Singapore Citizens ≥ 40 years	WTS Funding (Singapore Citizens)
WSQ Get Good Jobs	20	S\$400	S\$40	S\$80	S\$40	S\$20

Note:

1 To qualify for 95% funding, applicants must have workfare status.

2 Allowances are dependent on meeting criteria set by WSG.

3 Refer to <https://www.skillsfuture.sg/credit> for more details.

All information is correct at time of printing (22 Jan 2020). The management reserves the right to make changes at any time without notice at its discretion.

COURSE
ADVISOR

CONTACT
NUMBER

We value your patronage
and appreciate your confidence in us!