

Job Search Workshop

Managing your next move effectively

This workshop is designed to give delegates the knowledge and confidence to conduct an effective job search campaign, whether they have chosen to do this, or it has been imposed on them by redundancy or organisational change.

It can be run effectively for any occupational type and at any level of seniority. It makes very little difference if delegates come from different job types and it can be an advantage. On the other hand the workshop works best if the delegates are of broadly similar levels of seniority.

The workshop can be delivered over two days either consecutive or separated. It is desirable that no more than a week elapses between the days if they are to be separated. An abbreviated but still very effective workshop can be run in one full day.

The workshop will cover the following topics:

- Overview of Job Search and the market
- Identifying key competencies and how to talk convincingly about them
- How to write an effective CV
- The different routes to the job market
- writing good letters of application
- Application forms
- All about interviews – methods, typical questions, issues arising, body language
- Interview practice and peer feedback
- Testing and personality questionnaires

This workshop can be run for any number of delegates from 2 to 20 but is most effective for groups of between six and twelve.

Your Trainer - Robin Alcock, BA, FCIPD, MAC



Robin's has over 15 years' experience as a career development coach, helping hundreds of clients to move effectively into new roles and career's. Robin's business background includes managerial roles in IBM, international banks, and the largest management consulting firms.

Robin completed two years counselling training with Metanoia and he holds Primary and Performance coaching certificates from the Centre for Coaching, led by Professor Stephen Palmer. An enthusiast for lifelong learning, his coaching training is on-going. Robin holds a BA (Hons), is a Chartered Fellow of the Chartered Institute of Personnel and Development and a Member of the Association for Coaching.

His business career began with several years in IBM, he then changed sector and spent the next few years in Bankers Trust and Saudi International banks, responsible for recruitment, training and new starters.

Qualifications

- Primary and Performance coaching certificates - Centre for Coaching
- Chartered Fellow of the Chartered Institute of Personnel and Development (FCIPD)
- Person-Centred Counselling – Metanoia
- Qualified by the British Psychological Society in occupational testing and personality assessment.
- Qualified user and interpreter of Myers Briggs Type Indicator.