

Training Course Outline on Career Planning: Standing Out from the Crowd

Veritas Academy

(A Sister Concern of DATCO Group)

Duration: Day Long Course (5 Hours/Day)

Organized by: DATCO Group

Session Plan

Morning session

Time	Contents	Methodology	Materials	Remarks
09:00hrs-10:30hrs	Session 1: Introduction, Define career, What-Where- How approach of Career selection Exercise: Write obituary	PPT, Lecture, Exercise	Multimedia, White Paper, আপনার দৃষ্টিকোণ.	
10:30 hrs-10:45 hrs	Tea Break			
10:45hrs-11:45hrs	Session 2: Traditional job search approach, -myth of the system, problems of traditional system, What is the reallife recruitment practice? Understanding the hidden job market Understanding the pro-active job search methods	PPT, Lecture	Multimedia,	
11:45hrs-12:30hrs	Session 3: Holland code analysis, how to apply Holland codes for career selection Exercise: Identifying career type with Holland code	PPT, Lecture, Exercise	Multimedia,	

12:30hrs-13:00hrs	Session:4 Understanding 5 pillars of success	PPT, Lecture	Multimedia	
13:00 hrs -14:15 hrs	Prayer and Lunch Break			

Afternoon session

Time	Contents	Methodology	Materials	Remarks
14:15hrs-14:45hrs	Session 5: Question and Answer	Group Discussion		
14:45 hrs-15:15 hrs	Session 6: Job search campaign Activities needed to do for successful job search	Handout, PPT, Lecture	Multimedia	
15:15hrs-16:00hrs	Session 7: Organization of sales story -Cover letter – what to write, how to write - CV – format, using action word, Dos and DON'Ts	PPT, Lecture	Multimedia	
16:00hrs-16:15hrs	Prayer and Tea Break			
16:15 hrs-17:00 hrs	Session 8: Interview – how to take the lead of the interview? Common Interview questions Dress code Salary Negotiation	PPT, Lecture	Multimedia, evolution sheet	

Course Outline Prepared by:

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Learning outcomes

After completing this course, participants will have learned to:

- Understand career planning and know the importance of career planning.
- Identify the right techniques of career selection.
- Identify the right career for themselves.
- Learn the 5 scientific formulas of success.
- Make scientific career action plan for success.
- Use effective ways for pro-active job search.
- Can make smart cover letter.
- Can make professional CV for standing out from the crowd.
- Learn success techniques of Interview and master how to take lead of Interview.