

After completing this course, participants will have learned to:

- Identify the effective 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.

	Modules	Takeaways	Key Exercises
Modules 1	<ul style="list-style-type: none"> • Definition of career and career planning • Importance of career planning • What-Where- How approach of Career selection 	<ul style="list-style-type: none"> • Define career and career planning • Understanding the importance of career planning • Learn how select career 	<ul style="list-style-type: none"> • Understanding career selection process • Peer feedback
Modules 2	<ul style="list-style-type: none"> • Identify Traditional job search approach • Understanding real life recruitment practice • Identify hidden job market • Understanding the pro-active job search methods 	<ul style="list-style-type: none"> • Understanding pro-active and reactive job search practice 	<ul style="list-style-type: none"> • Simulation on job search process • Peer feedback
Modules 3	<ul style="list-style-type: none"> • Holland code analysis • How to apply Holland codes for career selection 	<ul style="list-style-type: none"> • Analysis of personality/career types • Identifying career type with Holland code 	<ul style="list-style-type: none"> • Identifying career type with Holland code • Peer feedback
Module 4	<ul style="list-style-type: none"> • 5 pillars of success • Factors effecting the success of individual 	<ul style="list-style-type: none"> • Understanding the factors of success in professional and personal life 	<ul style="list-style-type: none"> • Understanding the 5 pillars of success • Peer feedback
Module 5	<ul style="list-style-type: none"> • How to search job in an organized way • Job search campaign • Activities needed to do for successful job search 	<ul style="list-style-type: none"> • Learning how to conduct job search activities • Identifying best ways of job searching 	<ul style="list-style-type: none"> • Discussion on all activates needed for job search • Peer feedback
Module 6	<ul style="list-style-type: none"> • Organization of sales story • Cover letter – what and how to write • CV – format, using action word, DOs and DON'Ts 	<ul style="list-style-type: none"> • Learn to make a smart cover letter • Build professional and outstanding CVs 	<ul style="list-style-type: none"> • Making smart cover letter and CV • Peer feedback

Module 7

- Interview – how to take the lead of the interview
- Common Interview questions
- Dress code
- Salary negotiation

- Learn how to take lead of the interviews
- Understand dress code
- Mastering salary negotiation

- Learning interview techniques, understand dress code and mastering salary negotiation
- Peer feedback