

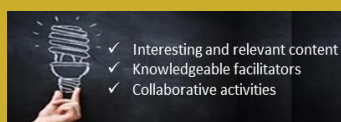
Winning Ways

Job application and interview skills training

Learning Methodology

All our training courses are designed to fully engage the participants by maximising active learning opportunities. This allows participants to better identify with, and come to a deeper understanding of, the subject matter.

Several elements are involved in active learning. Developing strategies to target these elements forms an essential part of our training design.



We work closely with you to ensure that our courses are tailored to be relevant to your employees. This includes course duration, learning outcomes and course content.

Collaborative activities include discussion, case studies, group problem solving and skills practice.

Aim

Price Consulting has been conducting this course for over 10 years exclusively for WA Public Sector employees and for job applicants interested in entering a career in the WA Public Sector.

The course aims to assist job market candidates to prepare a winning resume and increase their confidence in interviews by fully preparing them with success tactics for behavioural interviews.

The course is delivered in-house for your organisation and will enhance participant's ability to participate effectively in WA Public Sector recruitment and selection processes.

The course can be tailored (if required) to include your organisation's internal recruitment policies so that participants will be able to confidently apply their learnings during times of restructure and change.



Objectives

At the end of the course participants will be able to:

- Explain the selection process generally used in the public sector and many private organisations;
- Learn tried and tested, easy-to-apply methods and tips to address selection criteria effectively;
- Construct a winning résumé to use as the basis for any job application in the public or private sector;
- Write outstanding covering letters;
- Learn tried and tested methods and tips to improve interview techniques, including overcoming nerves; and
- Get the best out of their referees.

Who could attend?

This training is suitable for all employees.

"It was so nice to meet you yesterday and thank you so much for stepping in. You did a fantastic job as the evaluations show!

I would love the opportunity to work with you again in the future."

Jackie Breasley,

Professional Development Coordinator, National Disability Services WA

Winning Ways:

Job Application and Interview

Course Duration: 1 day or 2 x ½ days

Course Outline

Our **Winning Ways - Tips on how to apply for and win that job** course is presented by trainers who provide consultancy support services to selection panels and therefore have first-hand experience of what makes a winning application and what panels are seeking at interview. The course covers:

Initial Application

- Before you start
- The written application
- Covering letter
- Resume
- Addressing selection criteria

Successful Interviews and Assessment

- Preparing for the next phase
- Case study/scenario *
- Written exercise *
- Preparing for interviews
- Your interview presentation

**Due to time constraints, half day courses do not include these activities.*

Course Materials

All participants will receive comprehensive course notes for future reference.



Price Consulting Group

WA owned and operated, Price Consulting Group has been providing professional human resource consulting and training services to government, corporate and private organisations for over 17 years. We specialise in human resource management and the design, development and presentation of quality training courses for both management and staff.

We are committed to helping organisations achieve greater results and success through training and effective HR management. Our aim is to develop a strong partnership with you so we can understand your organisation and provide cost-effective and innovative solutions that meet your unique needs.

We have a team of highly skilled and experienced consultants who bring their knowledge and passion for their work into your organisation. We carefully match consultants to work assignments so that you will have the benefit of dealing with an industry expert – no matter how large or small your team, you will be treated like a 'big fish in a small pond'.

OUR SERVICES

Improving Productivity and Performance

- ♦ Strategic & business planning
- ♦ Change management
- ♦ HR & workforce planning & policy
- ♦ Organisational review & development
- ♦ Restructures, job design & work evaluation
- ♦ Business & performance reviews
- ♦ Employer branding
- ♦ Attraction & retention strategies
- ♦ Recruitment & executive search
- ♦ Training and facilitation
- ♦ Recruitment & selection
- ♦ Facilitation, workshops & training
- ♦ Employee relations

Contact us to discuss your needs and for a comprehensive quote on (08) 9261 7738 or info@priceconsulting.com.au