



Working World Smart

Facilitator:

Sarah Hancock is a Bachelor of Social Science Graduate, double majoring in Psychology and Marketing. She has completed numerous courses and recently completed a Diploma in Employment Services in Business Management. She is currently working as a National talent acquisition consultant at Pronel.

Objectives:

The aim of this course is to prepare students with CV and interview skills and techniques that are useful for entry level candidates as well as candidates who wish to refine their skills in this regard. The course also offers some tips for newbies entering the world of work.

Short Description:

This is a preparation course that covers CV dos and don'ts, how to set a CV out properly, what photo to use, how to write a cover letter. The course then goes on to discuss interview tips – what to prepare for, how to answer certain questions, do's and don'ts etc. The course then covers the selection process and tips for the first day on the job.

Outline:

Ice breaker where students introduce themselves
CV Pointers
Interview techniques
Selection process and tips for the first day

Course days: Monday 5pm-7pm or Thursday 5pm-7pm

Course duration: 2 Hours

Minimum number of people: 10

Closing date for course registration: 6/3/2020

Course start date: 9/3/2020

Course Rate: R240

Venue: Maritzburg College

For more information: contact

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