

ECHO JOB CLUB

Job Club is a supported job search program for all ECHO job seekers. During the 4 week program, Job Club members will learn the vital skills to obtaining and maintaining employment and will have access to the resources and technology they need to develop and apply an effective job search plan.

MODULE 1: GETTING STARTED

- Have an Attitude
- Common Excuses for Failure that can Help You Succeed
- Choosing a Career - Getting to know yourself
- What Employers Want
- Checklist of Transferable Skills
- My 10 Best Skills
- Competency Lists

MODULE 2: OH&S and PREPARING YOUR APPLICATION

- Occupational Health and Safety
- Your Rights and Responsibilities under Workcover
- Preparing your application
- What is a resume?
- What is a reference/referee?
- The Cover Letter
- Using Newspapers

MODULE 3: APPROACHING EMPLOYERS

- Jobseekers Approaching Employers
- Managing Your Feelings
- General Format of a Telephone Contact:
- Cold Canvassing
- Cold Calling
- Applying on the telephone for an advertised Job
- Exercise: Write a Telephone Spiel
- Useful Websites

*The Smarter way to
finding employment*

MODULE 4: GETTING THE JOB

- Networking
- Job Search Plan
- What is a Recruitment Agency
- Interview Questions for Candidates
- Dress for Success

MODULE 5:

INTERVIEW WITH CONFIDENCE.

- Preparing for the interview and what to do
- Last minute matters
- What are Mock Interviews
- Prepare for YOUR Interview Questions
- Last Minute Tips

MODULE 6: MOCK INTERVIEWS

- The first 5 minutes
- Confidence Words
- Questions for Mock Interviews
- Client Interviews: Feedback Sheet
Mock Interview

JOB SEARCH

Each Job Club is followed by Job Search where you'll have access to:

- Weekly newspapers
- Computers, printers, faxes, phones
- Individual support and assistance from experienced consultants

Join today