⊗ elev8 **EMPLOYABILITY SKILLS CLEVERLY HIRED** WELCOME

PROGRAM OVERVIEW



EMPLOYABILITY TRAINING

Building Your Personal Brand 3.5 Hour Instructor-led Workshop

Defining Personal Branding

Elements of Personal Branding

Your Personal Branding Strategy Managing Your Personal Brand Online Writing Winning Resume and Cover Letter

3.5 Hour Instructor-led Workshop

Resume and Cover Letter Formats

Resume and Cover Letter Best Practices

Writing an ATS-Compliant Resume

Skills Recruiters Look out for Today

Your Resume and Cover Letter Sections Optimizing Your LinkedIn Profile

3.5 Hour Instructor-led Workshop

Benefits of an Optimized LinkedIn Profile

Joining LinkedIn Community

Updating Default Settings and Privacy

> Updating Your LinkedIn Page

Preparing for Interview
3.5 Hour Instructor-led Workshop

Getting an Interview Invite Preparing for an Interview

Acing Your Interview

Rocking Your Virtual Interview Responding to Common Interview Questions

Entering and Exiting the Interview Room

Sending a Follow-up Email

Getting Hired
3.5 Hour Instructor-led Workshop

Before Job Application

During the Process

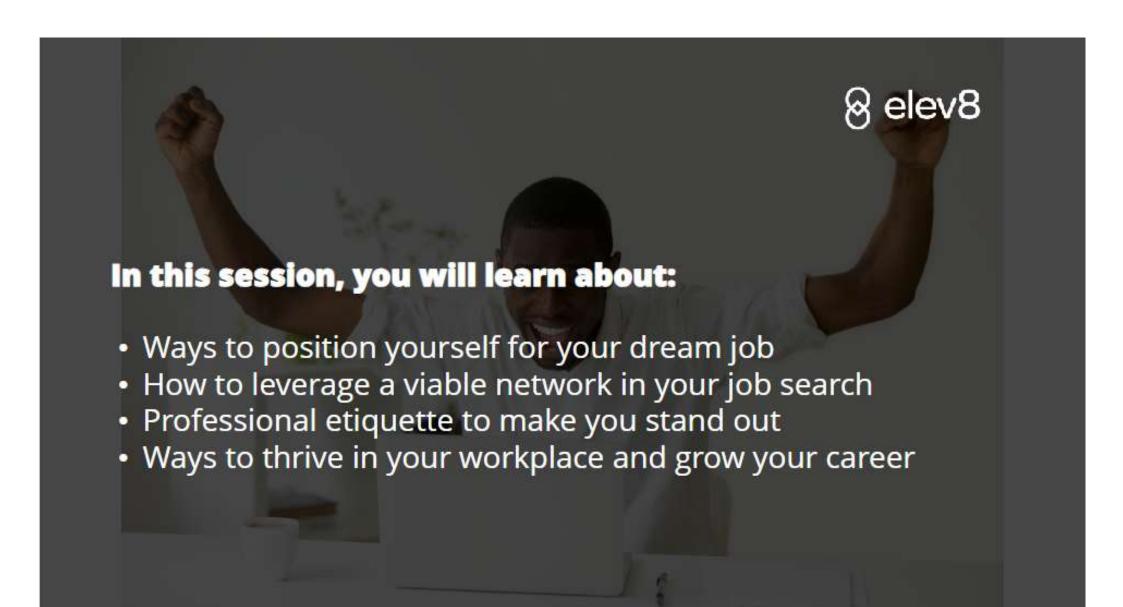
After Getting an Offer

Thriving in the Workplace

Grow your personal brand

Accelerate your career

12/07/2023



Show you Professional Mark

- Discover yourself
- · Choose what you want to be known for
- · Determine your audience
- Network with industry experts and follow them
- Prepare your Lead-in
- Embrace networking
- Request for recommendations
- Invest in your online presence
- Build your professional mark offline



Improve Your Resume

- Add keywords
- Clean up your resume header
- Make your formatting right
- Use the best font
- Review your resume objective or summary
- Update your work experience section
- Include action words
- Tailor your resume to the job role



Optimize Your Online Profiles

- Clarify your mark name
- Upload a high-quality profile picture
- Include relevant information in your BIO
- Use Hashtags in your posts
- Periodically check your social content schedule
- Make sure you create valuable and engaging content

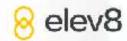


Understand the Hiring Process

By understanding the hiring process, you will rise your opportunities to plan and pursuit your career path.



The Hiring Process



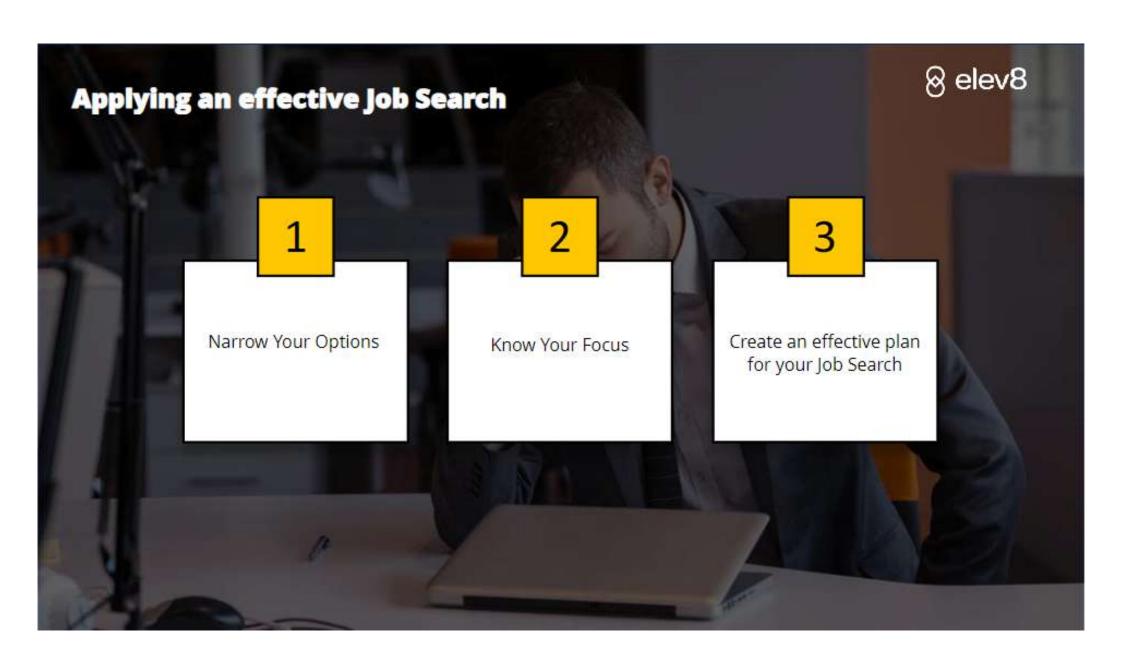


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Diligences for Job Application



- Browse for job that suits your skills and strengths.
- Research a company you intend applying to.
- 3 Create or update your resume.
- Write a Cover letter.
- Complete online applications, submit resumes offline and online.
- 6 Follow up.





- 1 Feeling of frustration as result of over time investment and mental turnover.
- 2 Uncertainty and hopelessness in your Job Search.
- Pushing to get a Job, you know you will not enjoy, or you'd struggle with.



Prepare for Success

- Be positive
- Practice your interview & prepare with questions
- Be prompt and professional
- Dress for success
- Keep your cell phone away
- Avoid interruption
- Address the interviewer by his/her name during the conversation
- Mind your body language





Thank Your Interviewer

68 percent of Hiring Managers said that receiving a thank you note, or email had an impact on their decision-making after an interview, 16 percent rejected a candidate for not sending a note.

Top Resume Survey

Scenario - Tochi





Tochi just got into the interview room. He has been so expectant of this time and now he stepped in, the panel all looked up with smiles and one of them offered him a seat.

Tochi expressed his pleasure to have been invited and requested to ask a question. The panel looked quite surprised but gave him audience. This was Tochi's question: What was it about my resume that attracted you to me?

Questions

- If you were one of the panel, how would you answer Tochi's question?
- 2. What do you think this step would have helped Tochi achieve?
- 3. What other things can you learn from Tochi?

Accepting or Declining an Employment Offer

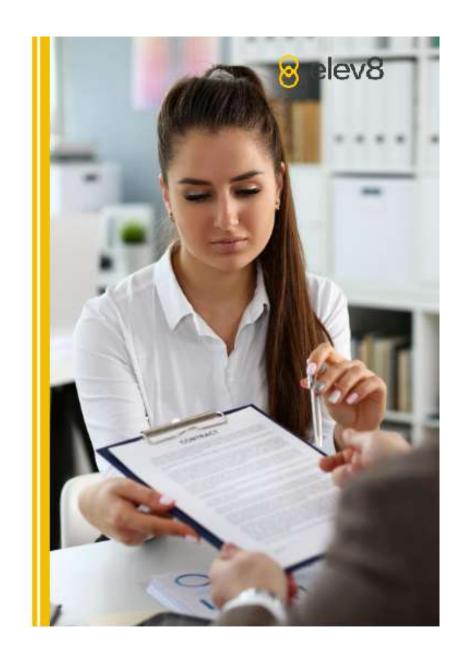
You do not have to respond with an acceptance or rejection immediately you get an offer.



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How to Decline an Employment Offer

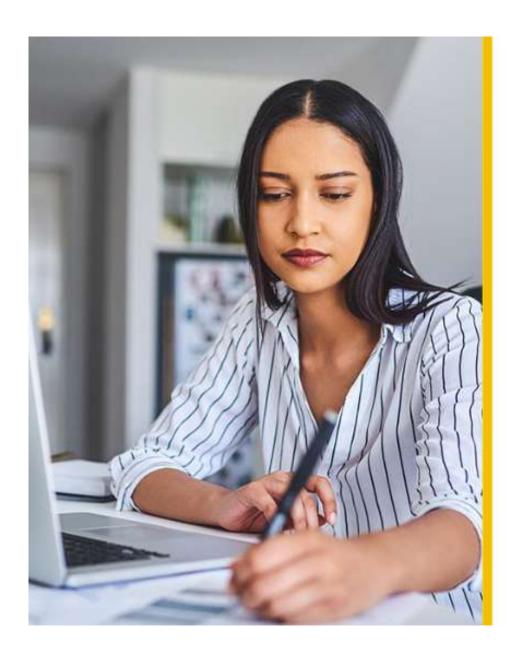
- Don't procrastinate to send the rejection
- Go straight to the point
- Show appreciation for the offer
- State your reason but don't get specific
- Consider offering to stay in touch



How to Accept an Employment Offer

- Read job offer details before accepting it
- Follow up with an acceptance email.
- Negotiate the terms of a job offer if necessary.
- Think of any questions to ask before you start a new job.
- Find out the process of handing in your notice.
- Make sure all details are finalized.







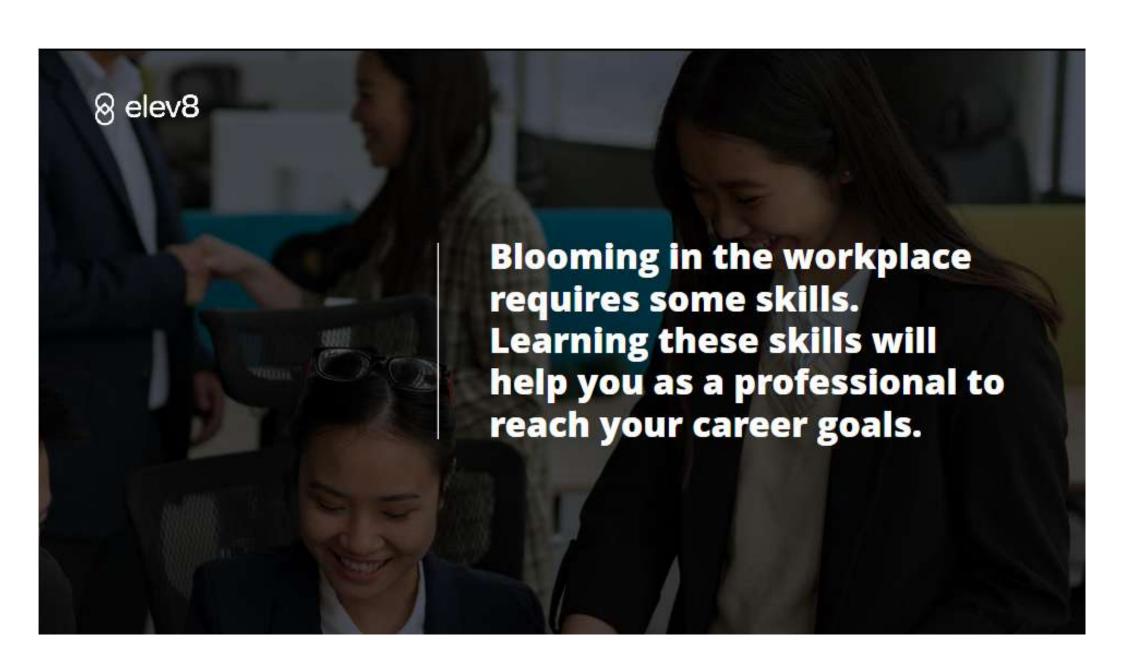
Prepare for Your New Job

- Research
- Be intentional
- Make a good first impression
- Find a buddy
- Ask questions
- Have a chat with your manager
- Take care of yourself





Your first week on the job is crucial to your long-term success.





Working in Teams

Working in a team means working with a group of people to achieve a shared goal, listening to other members of the team, and working for the good of the group.

Tips to be a great team member

- Display a positive attitude with team projects
- Support struggling team members
- Stay calm during group conflict and arguments
- Use problem solving skills to find ways to solve a group's problem
- Listen to other people's ideas and try to avoid talking over them
- Ask team members for help when you don't know how to do something, so you can learn new approaches and get your team tasks done effectively



Pop Quiz





Think about the last time you worked as a team.

- Which teamwork skills do you think you used well?
- Which do you think you could work on next time a group project comes up?



Activity





Find Your Personality

THE PERSONALITY STRENGTH AREAS

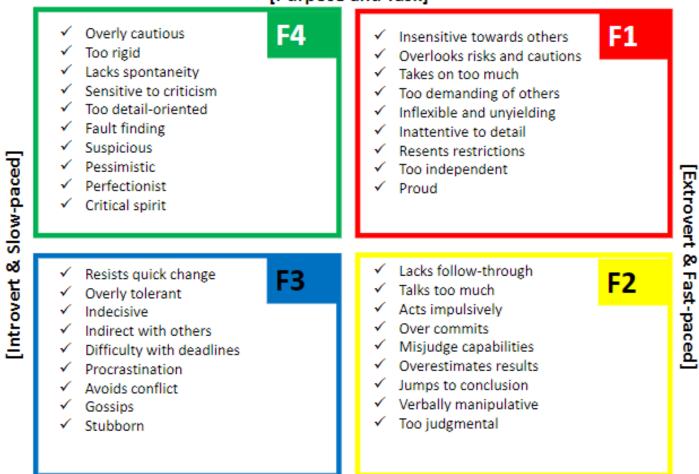
[Purpose and Task]



[People and Relationship]

THE PERSONALITY GROWTH AREAS

[Purpose and Task]



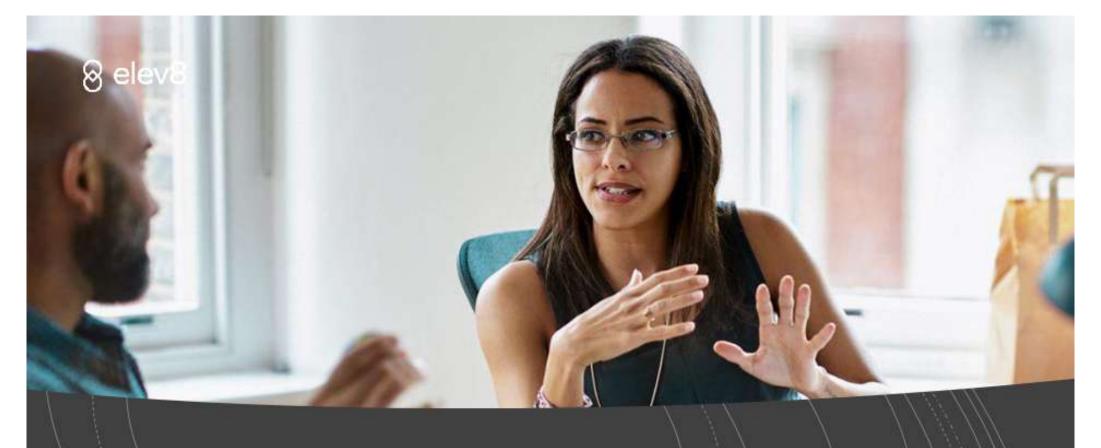
[People and Relationship]

Activity





Find out how to work with other personalities.



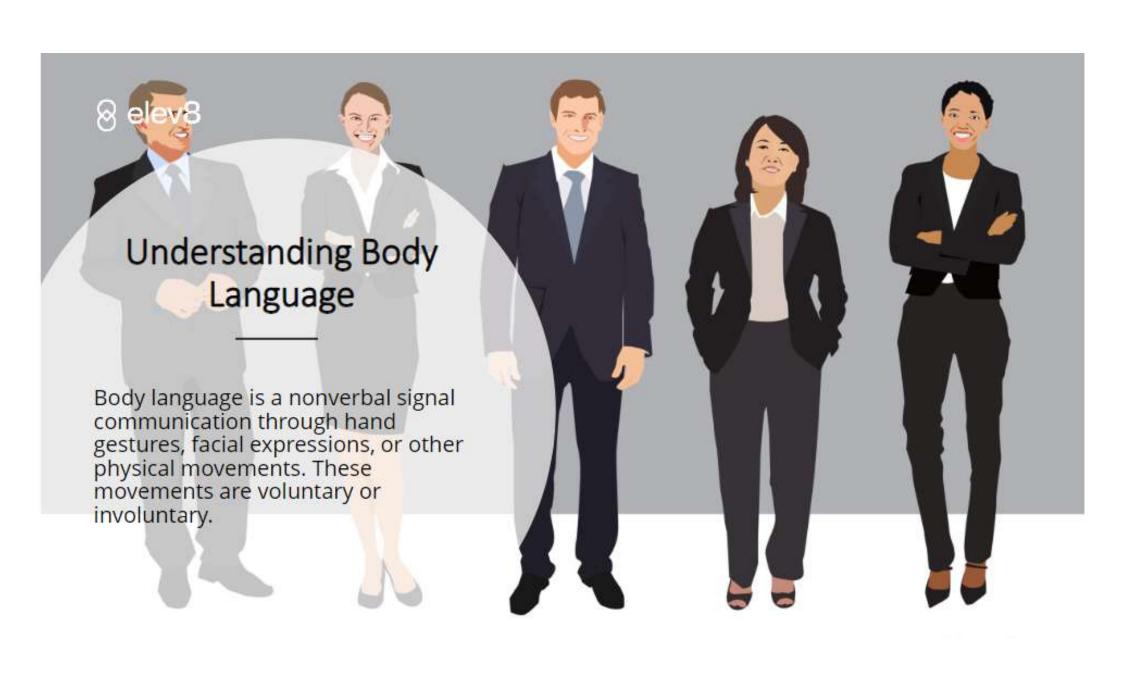
Communicating Assertively

Assertive Communication means expressing your ideas, opinions, emotions, actions and rights in a very open and honest way possible.

Ways to enhance assertive communication in the workplace

- Making clear cut requests.
- Politely speak up when you should (instead of bottling up and getting frustrated).
- Have one-on-one conversation with your boss, subordinate or team members when needed.
- Learn to keep the tone of your voice moderate.
- Be aware of your body language.

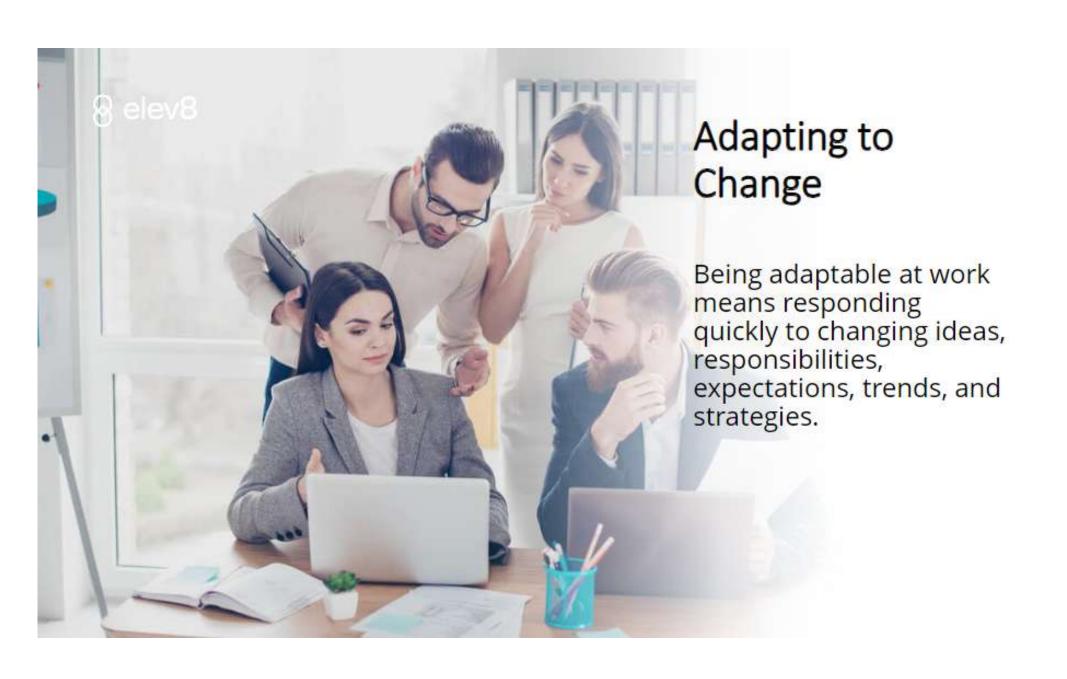




Meaning of Different Body Languages

- A subtle smile in the workplace or during a meeting, can indicate an agreement.
- A stern look during a meeting or at someone making a presentation, can instantly kill the conversation yet no words were spoken.
- Constantly browsing through the phone, staring at the watch can signal loss of interest while focusing firmly on a person can signal interest.
- Lowering the head while walking through the hallway depicts a lack of presence.

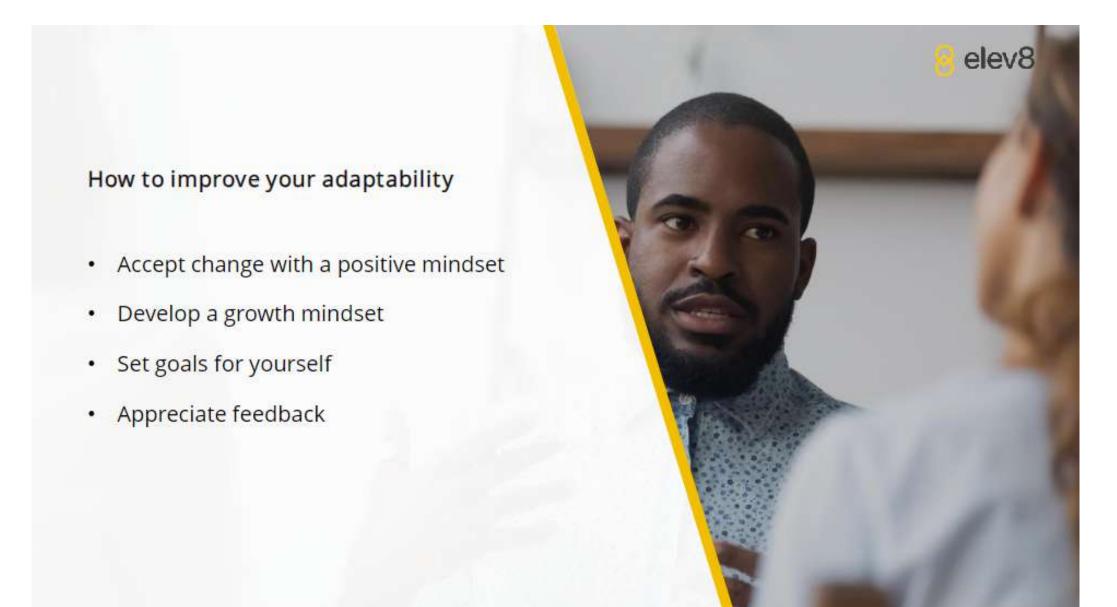




Skills you need to be adaptable:

- Communication skills
- Interpersonal skills
- Problem-solving skills
- Creative and strategic thinking skills
- Teamwork skills
- Organizational skills
- Collaboration
- Empathy







Knowledge Check



 When given a job offer, it's important you respond with an acceptance or rejection immediately to avoid losing it.

[True/False]

2. You should update your resume before applying for any job because it is what goes ahead to market your skills experience.

[True/False]



Knowledge Check



3. Self-discovery is the first step to building your professional brand.

[True/False]

- 4. What of below options supports self discovery?
- a. Which area of work do you excel in?
- b. What kind of projects can you spend long hours on without experiencing fatigue or loss of interest?
- c. What motivates you?

