How to get hired for the job you want   4-Module Online Course

I have put together an online course, (which can be done with email). It teaches you the knowledge, skills, attitudes, and behaviours to get the job you want. It covers everything you want to know about the job hunt including a whole lot of things you probably thought you didn't need to know.

This course covers just about everything you need to know for getting hired for your perfect job....

..... according to those who have seen the material

"This material is fantastic and was such a help to me. It covered everything I needed, and even what I didn't know I needed." ~ Ryan: Investment Banker

"These interview skills and techniques really work. They worked so well for me in my interview I knew I had the job, and I did get it." ~ Tshidi: Marketing Manager

For: This course is for anyone who is looking for a job, be it your first job, or your seventh etc.

All you need is email access. All the material is emailed to you for you to work with and keep. For the duration of the course you can send me unlimited emails with your questions and comments and any email coaching you want.

You will do the course in your own time and place. There is no set time limit for doing the course. Almost everyone will be finished within 6-8 weeks.

In this course you will learn to:

- *Understand your strengths and talents*
- *Write your personal brand statement and use it in your CV, interviews and networking*
- *Challenge and overcome negative limiting beliefs you have around the job hunt*
- *Develop the skills and behaviours needed for the job hunt: Interpersonal communication skills, being confident, goal-orientation, networking, dealing with rejection, being persistent, remaining motivated*
- *Write a great CV step by step; examples of excellent CV's are included*
- *Write a great cover letter; examples of excellent cover letters are included*
- *Put yourself out there and get noticed by prospective employers*
- *Find vacancies*
- *Network to build your contacts*
- *Try out various tried and trusted as well as some new innovative methods for getting hired*
- *Use Social Media to get noticed by prospective employers*
- *Interview like a pro*
- *Have a positive mind frame before and during the interview*
- *Prepare many questions and answers for the interview that you are likely to be asked*
- *Prepare for questions such as: "Why should we hire you over all the other applicants?" And - "How would you add value to our company?"*

- *Deal with things that can go wrong in the interview (e.g. you get too nervous, the interviewers yawn, you appear over- or under- qualified for the job)*
- *Practice a visualisation exercise for succeeding in interviews*
- *Pick the right questions to ask interviewers*
- *Negotiate your salary/package*
- *Plan do's and don't's for your first day, week and month in the new job*

- It is a four-module course. Once you have registered and paid you will be sent all the material for the course via email. This material includes theory and practical exercises, as well as many examples. There will also be work for you to do. This work will be exercises as you would do during a workshop or coaching session.

- The work you can do in your own time anytime during the week, and should take between 2 - 5 hours a week to complete a module. You don't have to do it all in one sitting and in fact it may be better not to.

- During the course of the programme you can email your queries, comments, issues, etc., to me, to which I will reply as if in a workshop or coaching session. Feel free to email anything as often as you need to. You can send an unlimited number of emails to me while you are busy with this online course.

For more information or to book for the course contact me: penny.holburn@live.co.za