

# Training Courses & Related Services

## Job Search Training

National Code None

<b>Duration</b>	1 x 5.5 hours	<b>Min-Max Group Size</b>	6-10
<b>Who should attend</b>	All people wanting to improve their job seeking skills		
<b>Course aims</b>	Participants will gain the necessary information, skills & confidence to ensure that the workplace will have trained operators.		
<b>Learning outcomes</b>			
<b>Course Content</b>	Where to search for jobs Planning telephone contacts Letter writing Résumé compilation Grooming What to do before, during, & after an interview		
<b>Documents issued on successful completion</b>	Certificate of Attendance		
<b>Price per person</b>	POA	<b>Price per in-house course</b>	POA