TRAINER'S GUIDE

Job Searching, Resume Writing, Networking Skills
One may have more ability, skill, knowledge, and experience than another candidate for the same position but without the ability to sell yourself, the job will go to someone else. This course is designed to help you become highly effective in communicating your skills, strengths, and experience to potential employers giving you an edge in a competitive job market. This training is designed to facilitate potential job seekers in communicating their education, skills, strengths, and experiences to potential employers giving an edge in competitive job market.

KHANSA HAYAT
MOAZZAM KHALIL
No 5, Block 7, Peace Homes, G-8/4, Islamabad
+92 51 228 8416 (Ph) +92 51 228 8417 (Fax)
www.ds.org.pk

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KHANSA HAYAT
MOA ZZAM KHALIL
The American Refugee Committee is training Afghan Refugee students enrolled in Afghan Youth Skill Development Program at College of Medical Technologies, Islamabad. These students are being trained in various paramedical disciplines like community midwifery, dentistry, radiography, operation theatre assistance, etc.

ARC intends to further build their capacities in the areas of entrepreneurship enabling them to take initiative of setting up small business ventures (where applicable), through developing realistic business plans, implementing and managing it administratively and financially.

Moreover, their capacities are also enhanced to market their learned skills, and job searching through enabling them to write resume and create networking so that they can explore employment opportunities and prepare themselves according to the market needs.

Students are expected to complete their competency based clinical trainings in various disciplines by December 2016.

Purpose of Module

This module outlines a two-day workshop for training fresh paramedics and midlevel professionals on:

Job Searching
How to identify anxieties and uncertainties, values and purpose of job searching, setting SMART objectives for the job searching, defining strategy, and developing plan of action

Resume Writing
Resume format, preparing a resume that says HIRE ME, organizing resume, preparing cover letter

Networking
Understanding networking, skills for successful networking, social media and job searching, advantages of networking

Understanding Interviews
Types of interviews, what to expect in an interview, interview skills
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**Purpose of Module**

This module outlines a two-day workshop for training fresh paramedics and midlevel professionals on:

**Job Searching**

How to identify anxieties and uncertainties, values and purpose of job for the job searching, setting SMART objectives for the job searching, defining strategy, and developing plan of action

**Resume Writing**

Resume format, preparing a resume that says HIRE ME, organizing resume, preparing cover letter

**Networking**

Understanding networking, skills for successful networking, social media and job searching, advantages of networking

**Understanding Interviews**

Types of interviews, what to expect in an interview, interview skills
# OVERVIEW

## OBJECTIVES AND EXPECTED OUTCOME

### Main Objectives

1. Define SMART objectives for the job-hunting process.
2. Develop a plan of action for the job search.
3. Develop an effective resume.
4. Develop an attractive cover letter.
5. Develop and present a portfolio of prior work.
6. Learn networking skills in finding leads for jobs.
7. Understand interviews process and prepare for an effective interview.

### Expected Outcome

1. Understand uncertainties in job searching process;
2. Address the uncertainties in job searching process
3. Understand values and purpose of job
4. Understand SMART objectives and their importance;
5. Set SMART objectives for the job-hunting process.
6. Understand plan of action and develop an action plan for the job searching process.
7. Understand importance of resume;
8. Develop an effective resume;
9. Understand importance of an attractive cover letter;
10. Develop an attractive cover letter;
11. Understand the importance of portfolio of prior work;
12. Develop and present portfolio of prior work;
13. Importance of networking in job search;
14. Apply networking skills in finding leads for jobs;
15. Understand interviews process; and
16. Prepare for an effective interview.

## PREREQUISITE FOR TRAINING

## DAY 1

1. Registration of Participants
2. Session 1: Introduction and setting norms
3. Session 2: Pre-Training Assessment
4. Session 3: Training Objectives and expected outcomes
5. Session 4: Job Searching - Understanding Uncertainties and Values
6. Session 5: Setting SMART Objectives and Defining Strategy
7. Session 6: Develop Job Searching Plan
8. Session 7: Resume Writing - 1
9. Session 8: Recap

## DAY 2

1. Session 1: Recap of the Previous Day
2. Session 2: Resume Writing - 2
3. Session 3: Resume Writing - 3
4. Session 4: Writing Cover Letter
5. Session 5: Networking
6. Session 6: Understanding Interview
7. Session 7: Important Skills for Success
8. Session 8: Post-Training Assessment
9. Session 9: Participants Feedback
1 OBJECTIVES AND EXPECTED OUTCOME

Main Objectives
The main objectives of this training are to build capacities of the trainees so that they can:
1. Define SMART objectives for the job-hunting process.
2. Develop a plan of action for the job search.
3. Develop an effective resume.
4. Develop an attractive cover letter.
5. Develop and present a portfolio of prior work.
6. Learn networking skills in finding leads for jobs.
7. Understand interviews process and prepare for an effective interview.

Expected Outcome
This training is expected to enable the participants to:
1. Understand uncertainties in job searching process;
2. Address the uncertainties in job searching process
3. Understand values and purpose of job
4. Understand SMART objectives and their importance;
5. Set SMART objectives for the job-hunting process.
6. Understand plan of action and develop an action plan for the job searching process.
7. Understand importance of resume;
8. Develop an effective resume;
9. Understand importance of an attractive cover letter;
10. Develop an attractive cover letter;
11. Understand the importance of portfolio of prior work;
12. Develop and present portfolio of prior work;
13. Importance of networking in job search;
14. Apply networking skills in finding leads for jobs;
15. Understand interviews process; and
16. Prepare for an effective interview.
The confidence level of Trainer is enhanced many times if preparation for training is carefully completed prior to the commencement of training. This promises that both the trainer and the trainees have the most productive experience.
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### PREREQUISITE FOR TRAINING

<table>
<thead>
<tr>
<th>Session</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of Participants</td>
<td>15 min</td>
</tr>
<tr>
<td>Session 1: Welcome, Introduction, Training norms</td>
<td>45 min</td>
</tr>
<tr>
<td>Session 2: Pre-Training Assessment</td>
<td>30 min</td>
</tr>
<tr>
<td>Session 3: Training Objectives and expected outcomes</td>
<td>30 min</td>
</tr>
<tr>
<td>Session 4: Job searching – Identifying uncertainties and values</td>
<td>60 min</td>
</tr>
<tr>
<td>Session 5: Setting SMART objectives and defining strategy</td>
<td>75 min</td>
</tr>
<tr>
<td>Session 6: Develop job searching plan</td>
<td>75 min</td>
</tr>
<tr>
<td>Session 7: Resume writing – Resume and its importance</td>
<td>45 min</td>
</tr>
<tr>
<td>Session 8: Participants Feedback</td>
<td>15 min</td>
</tr>
</tbody>
</table>

### Registration of Participants

**Objective**
Document participants’ names, disciplines, etc.

**Time**
15 minutes

**Materials**
Trainees Registration Form, Pens

**Method**
Individual form filling

**Process**
Greet participants and request them to enter their information in the sheet attached as Annexure 1.

**Trainers Tasks**
Consolidate the information provided by the participants to determine:

1. Qualification and disciplines of participants
2. Trainees’ expectations from this training

### Learning Outcome
Trainer made aware of the background and knowledge level of participants.
Session 1: Introduction and setting norms

Objective  Ice breaking at the start of the training program
Time  45 minutes
Method  Self-introduction

Process

Introduction

Explain that each participant shall answer the following questions:

1. What is your name?
2. Where are you from?
3. What is your qualification?
4. What is your discipline of training?
5. What are your future aspirations?

After the participants have introduced themselves, the trainer will introduce him/herself including name, qualification, experience, etc.

Setting norms

Facilitate the participants to formulate ground rules for the training program. Write the rules on a chart paper. The examples of norms agreed by the participants can be:

1. Timing of training
2. Use of mobile phone during the sessions
3. Tidying up training venue
4. Respecting others opinions
5. Avoid mini meetings and cross talks during the sessions
6. Keep tone of the discussion relaxed
7. Encourage participants to speak freely but ensure that one participant speaks at a time

The chart with the decided norms should be displayed at the training venue that is visible to everybody.

Learning Outcome

- The participants are facilitated to interact more informally and have set the norms for the training.
- The trainer and participants develop a shared understanding of how to work together by setting mutually agreed rules of conduct.
Session 2: Pre-Training Assessment

Objective To establish baseline for knowledge of participants on contents of the training

Time 30 minutes

Materials Pre-training assessment sheet, pens

Method Individual exercise

Session Outline

- Explaining the purpose: 2 min
- Distribution of pre-assessment sheets: 3 min
- Pre-training assessment: 25 min

Process

Explain the purpose of pre-training assessment to participants that it will:

1. not be used by anyone and by any means to assess their performance
2. only help to assess the state of their current knowledge on the subject
3. help to identify areas which could be addressed during the training
4. help to determine the effectiveness of training

Ask the participants to sit at a distance from their colleagues. Then distribute the pre-training assessment sheets and pens. Explain that they have 25 minutes to complete this exercise. Then give them a caution to start.

Exactly after 25 minutes collect the pre-training assessment sheets from trainees. Inform the participants that at the end of training they will undergo another assessment.

Learning Outcome

Trainer made aware of the current status of knowledge of participants on the subject.
Session 3: Training Objectives and expected outcomes

Objective  The participants understand the objectives and outcomes of the training
Time  30 minutes
Method  Presentation and discussion
Process  Display the first slide - Training objectives Trainees Manual 1.1 and 1.2

Explain each objective briefly.

### TRAINING OBJECTIVES

At the end of this training, the participants will be able to:
- Define SMART objectives for the job-hunting process.
- Develop a plan of action for the job search.
- Develop an effective resume.
- Develop an attractive cover letter.
- Develop and present a portfolio of prior work.
- Learn networking skills in finding leads for jobs.
- Understand interviews process and prepare for an effective interview.

Ask the participants if they require any further elaboration and address their questions.

Then display the second and third slide - Training outcomes

### TRAINING OUTCOMES - 1

This training is expected to enable the participants to:
- Understand uncertainties in job searching process.
- Address the uncertainties in job searching process.
- Understand SMART objectives and their importance.
- Set SMART objectives for the job-hunting process.
- Understand and develop an action plan for the job searching.
- Understand importance of resume.
- Develop an effective resume.

### TRAINING OUTCOMES - 2

- Understand importance of an attractive cover letter.
- Develop an attractive cover letter.
- Understand the importance of portfolio of prior work.
- Develop and present portfolio of prior work.
- Importance of networking in job search.
- Apply networking skills in finding leads for jobs.
- Understand interviews process; and
- Prepare for an effective interview.

Learning Outcome

Trainees made aware about the knowledge and skills they will acquire through this training.
Session 4: Job Searching - Understanding Uncertainties and Values

Objective

The participants:

1. Understand and identify job related uncertainties
2. Understand and identify Values and Purpose of Job

Total Session Time

60 minutes

Method

Presentation and discussion

Session Outline

- Explain session objectives: 5 min
- Job related uncertainties: 20 min
- Identify uncertainties: 20 min
- Value and purpose of job: 15 min

Process

1. Session Objectives

Display the first slide with Objectives of the session.

SESSION 4:
UNDERSTANDING UNCERTAINTIES AND VALUES
SESSION OBJECTIVES

- Understand Job related uncertainties and anxieties
- Identify Job related uncertainties and anxieties
- Understand Values and purpose of Job

Briefly explain each objective. Ask the participants if they require any further elaboration and address their questions in appropriate manner.

2. Identify Uncertainties and Anxieties Trainees Manual: Section 2.1

Display the next slide.

After displaying the following slide ask the participants to identify any job search related uncertainties and anxieties which they are facing or they have in their mind. Explain each of these uncertainties to the participants. In order to have their maximum participation, encourage them by saying to speak their understanding without the fear of being right or wrong.

UNCERTAINTIES AND ANXIETIES

- How do I know what job is best suited for me?
- How do I present my qualification and experiences in the form of an impressive and winning résumé and cover letter?
- From where can I find job leads and start my search?
- How do I effectively network without feeling nervous?
- What happens when I am called for an interview?
- And most importantly, where do I find help when I need it?
IDENTIFYING THE UNCERTAINTIES AND ANXIETIES

It is important to:
- Identify the questions that best relate to you while starting job searching process.
- Find appropriate answer to each of these questions
- This would help addressing the anxieties which arise from these questions.

3. Identify Values and Purpose of Job Trainees Manual: Section 2.2

Display the following slide and explain the importance of recognizing the job related values and purpose.

THE SUCCESS OF ONE’S CAREER DEPENDS GREATLY ON THE

- ability to recognize the job related values - important for individual as well as hiring company
- purpose for working; and
- assessment of skills - help determine the types of jobs to apply for

Now ask them to identify values and purpose of the job. Encourage them to speak and participate. Once they are exhausted, show the next slide:

THE VALUES AND PURPOSE OF JOB

- Gain an income source to ensure basic survival needs and some of wants
- An outlet for creativity, skills, abilities, & energies benefitting you and others
- Make valuable contribution to community and society
- Use my education for something worthwhile
- Do something constructive with my time
- Meeting new people, travel, and gain new experiences
- Get out of debt
- Save money for the future

Learning Outcome

Trainees understand uncertainties and anxieties related to job search, and values and purpose of job.
Session 5: Setting SMART Objectives and Defining Strategy

Objectives
The participants learn about:
1. SMART Objectives
2. Setting objectives for job search
3. Defining strategy to achieve objective for job search

Total Session Time: 75 minutes
Method: Presentation, discussion & Group Work

Session Outline
- Explain session objectives: 5 min
- Setting SMART Objectives: 20 min
- Define strategy: 10 min
- Group Work: 45 min

Process

1. Session Objectives
Display the first slide with Objectives of the session.

Briefly explain each objective and share that we shall discuss them one by one briefly.
Ask the participants if they require any further elaboration and address their questions in appropriate manner.

2. Set SMART Objectives Trainees Manual: Section 2.3
Show the next slide on SMART Objectives.

Explain that:
- Research has consistently demonstrated that when clear goals and objectives are set to achieve a target, it is achieved easily and rapidly.
- Setting clearly defined SMART objectives gives job seekers a tangible plan to move forward in the direction in which they would like to pursue their career.
- Explain SMART i.e., Specific, Measurable, Achievable, Realistic, Time bound.

Show the next slide
Setting SMART Objectives

Research has consistently demonstrated that when clear goals and objectives are set to achieve a target, it is achieved easily and rapidly.

3. Define Strategy to Achieve Objectives Trainees Manual: Section 2.4

Show the next slide

Define Strategy

Define strategy to achieve objective for your Job Search

Group Work

Set SMART Objectives for your Job Search
Define Strategy to achieve objective

Explain:

- What is strategy?
- Possible strategies to achieve objectives

Ask the participants to divide into 2 to 3 groups (depending upon number of participants) and set SMART Objectives for their job search and define strategy to achieve those objectives in 25 minutes.

After that ask each group to present their work in 7 minutes.

Learning Outcome

Trainees understand SMART Objectives; how to set SMAT objectives for job search; What is strategy and setting strategy for SMART objectives.
Session 6: Develop Job Searching Plan

Objectives: The participants learn about:
1. Defining activities to achieve objective/s
2. Planning activities against timelines

Total Session Time: 75 minutes
Method: Presentation, discussion and Group Work

Session Outline
- Explain session objectives: 5 min
- Defining activities to achieve Objectives: 15 min
- Planning activities against timelines strategy: 10 min
- Group Work: 45 min

Process

1. Session Objectives
Display the first slide with Objectives of the session.

SESSION 6: DEVELOPING PLAN OF ACTION
SESSION OBJECTIVES
- Understanding activities to achieve objectives
- Planning activities against timeline

Briefly explain each objective and share that we shall discuss them one by one briefly. Ask the participants if they require any further elaboration and address their questions in appropriate manner.

2. Develop Plan of Action Trainees Manual: Section 2.5

DEVELOPING PLAN OF ACTION
- Chalk out activities to achieve your objective in line with your strategy
- Plan each activity against time line

GROUP WORK
PREPARE A 30 DAY PLAN BASED ON YOUR SMART OBJECTIVE AND STRATEGY

Show the next slide.
Explain that:
- To achieve an objective, we have to conduct certain activities. Therefore, it is important to list the maximum number of activities that would finally lead us to the achievement of our objective.
- In order to make a plan, we shall develop a plan which tells us which activity will be carried out at what time.

Ask the already formed groups to develop activities to achieve their objectives and plan them against one-month timeline on the given format (Table 1 of Trainees Manual) in 25 minutes. After that ask each group to present their work in 7 minutes.

Learning Outcome
Trainees understand to define activities to achieve objective/s and to plan them against timelines.
Session 7: Resume Writing - 1

Objectives: The participants learn about:
1. What is resume and its importance
2. Resume format
3. Customizing the resume according to the job

Total Session Time: 45 minutes
Method: Presentation, discussion and Group Work

Session Outline
- Explain session objectives: 5 min
- Understanding resume and its importance: 15 min
- Resume format: 10 min
- Customizing resume for the job - 1: 25 min

Process
1. Session Objectives
   Display slide with Objectives.

   SESSION 7:
   RESUME
   SESSION OBJECTIVES
   • Understanding Resume and its importance
   • Resume format
   • Customizing resume according to the job

   Briefly explain each objective and share that we shall discuss them one by one briefly. Ask the participants if they require any further elaboration and address their questions in appropriate manner.

2. Resume Trainees Manual: Section 3.1
   Show the next slide.

   RESUME
   A document to present you skills, experiences and competencies.

   Explain and emphasize on each point while engaging the participant in discussion:
   • What is a resume?

   Show next slide and explain the importance of resume.

   RESUME
   • Resume is the first contact with your future employer.
   • It's your best marketing tool!

   Imagine you are the employer
   • sitting in front of a pile of job applications
   • need to shortlist down to a manageable number,
   • eventually selecting 5 people
   • It’s the resume which will include you in those five shortlisted persons
3. **Resume format Trainees Manual: Section 3.2**

To give orientation on resume format, distribute the printed resume format given at Figure 2 of the Trainees Manual. Go through each item mentioned in the format.

Explain briefly that there are a number of formats available on the net for writing a resume and unless the employer specifies a format, any format can be used.

4. **Customizing Resume for the Job Trainees Manual: Section 3.3**

Explain the importance of customizing the resume for a specific job. A resume which is well aligned with the requirements of a particular job, is frequently an effective resume. Therefore, it’s essential to customize and adapt your resume according to the requirements of the potential job you are applying for.

**ALWAYS CUSTOMIZE RESUME FOR THE JOB**

- Step 1: Analyze the job requirements
- Step 2: Evaluate your experiences, skills, competencies
- Step 3: Structure the information for resume

Show the following slide:

Explain briefly the three steps to customize your resume according to the needs of the job.

**Learning Outcome**

Trainees understand about resume, its importance and why to customize the resume.
**Session 8: Recap**

**Objective:** The trainer learns about the overall learning experience of participants

**Total Session Time:** 15 minutes

**Process:**

The trainer explains briefly the proceedings of the day with highlighting important points and topics which were discussed during the day. The trainer invites the participants to add to the discussion and give their feedback.

At the end, the trainer asks for two volunteer from the participants who would together write one-page summary of the day’s proceeding and read it at the beginning of next day’s sessions.

**Learning Outcome**

Trainees understand their importance in making improvements in the training program.
Session 1: Recap of the previous day 15 min
Session 2: Resume Writing – 2 75 min
Session 3: Resume Writing – 3 45 min
Session 4: Writing Cover Letter 30 min
Session 5: Networking 75 min
Session 6: Understanding Interview 45 min
Session 7: Important Skills for Success 20 min
Session 8: Post training assessment 45 min
Session 9: Participants Feedback 15 min
Session 10: Closing 15 min
**Session 1: Recap of the Previous Day**

**Objective:** Refresh learning from the previous day

**Total Session Time:** 15 minutes

**Materials:** Summary prepared by volunteers

**Method:** Oral presentation of the summary

**Process:** During the oral presentation by volunteers, the trainer may provide inputs where required. Other participants should be asked to provide inputs and to comment on the previous day's proceedings.

Brief the participants about the day's proceedings.

**Learning Outcome**

Participants are able to summarize main topics covered.
Session 2: Resume Writing - 2

Objective: Participants learn to write a customized resume for the job

Total Session Time: 75 minutes

Session Outline:
- Explain session objectives: 5 min
- Analyze job requirement: 25 min
- Evaluate experience, skills, competencies: 25 min
- Structure the information: 20 min

Process:

1. Session Objectives

Display the first slide with Objectives of the session.

Briefly explain the objective of the session that we will discuss the criteria for management of malnourished children at home and for referrals.

2. Customizing the resume Trainees Manual: Section 3.3

Show the following slide again

ALWAYS CUSTOMIZE RESUME FOR THE JOB

Step 1: Analyze the job requirements
Step 2: Evaluate your experiences, skills, competencies
Step 3: Structure the information for resume

Explain that: In order to customize your resume, you need to:
- analyze the job requirements;
- evaluate your experiences, skills, competencies; and
- structure the information for the resume

Explain further illustrating the example of Job Advertisement (copies below) given at Figure 3 of Trainees manual. Follow this example throughout this session.

Advertisement: A private sector hospital requires a qualified lab technician for its laboratory to assist the lab manager in carrying out laboratory work.

The successful candidate will have 3 to 5 years of experience of working in a modern laboratory, is well aware of modern lab equipment and has adequate knowledge and skills to perform lab tests on the modern lab equipment, ability to work in a team as a team member, understands the importance and intricacies of lab work, willing to take responsibility, and has good communication and patient dealing skills.

The selected candidate will work for 8 hours in a day on rotation basis.

Salary is negotiable based upon qualification and experience.
3. Analyze job requirements Trainees Manual: Section 3.3.1

Display the following slide:

<table>
<thead>
<tr>
<th>Analyze the job requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Kind of person is the employer looking for.</td>
</tr>
<tr>
<td>• Skills / competencies / experience identified in the job description</td>
</tr>
<tr>
<td>• Nature of position</td>
</tr>
<tr>
<td>• Nature of the organization</td>
</tr>
</tbody>
</table>

Explain that:
Analysis of the job requirements is essential to structure your resume in line with the requirements. To analyze the job requirements, you need to answer four important questions:

- What kind of a person is the employer looking for (i.e., employer's expectations)?
- What are the skills / competencies / experiences identified in the job description (i.e., employer's expectations)?
- What is the nature of the position?
- What is the nature of the organization? (Is it a big organization or a start-up company? What is their growth potential and what is their differentiator that makes it attractive?)

Explain each of these four questions with regards to employer's expectations, Nature of the position and nature of the organization as described in Trainees Manual Section 3.3.1.

Ask the participant to further add to this list.

4. Evaluate qualification, skills, competencies, experiences Trainees Manual: Section 3.3.2

Display the next slide:

<table>
<thead>
<tr>
<th>Evaluate qualification, skills, experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make two columns</td>
</tr>
<tr>
<td>• First column - List out the knowledge, skills and/or abilities required for the position</td>
</tr>
<tr>
<td>• Second column - provide examples to illustrate experiences:</td>
</tr>
<tr>
<td>• Relevant position</td>
</tr>
<tr>
<td>• Time spent in the position</td>
</tr>
<tr>
<td>• Responsibilities</td>
</tr>
</tbody>
</table>

Display the next slide:

Explain that: Without fully understanding the requirements of the job advertisement, it is hard to submit a relevant job application.

Further explain how to do that: In order to evaluate yourself against the job requirements, take a page and divide it into two columns. In the first column, list out the knowledge, skills and/or abilities required for the advertised job position. In the second column, provide examples that illustrate each of the listed requirements while describing the relevant position, the time spent in the position, the organizational structure, or any relevant information demonstrating that you have the right skills for the advertised position.

Further explain that: If there is a job which interests you, and you currently lack the required skills and experiences, you should not refrain from applying for the job. It just means that you need to make extra efforts to emphasize your other strengths in order to be considered. But you must be realistic in emphasizing other strengths!
5. Structure information on skills, experiences, competencies Trainees Manual: Section 3.3.3

**Structure Resume Information**

- Describe the position, the time spent in the position, the organizational structure, or any relevant information demonstrating that you have the right skills for the advertised position.
- For Example

**Experience**

- Job title, start date, end date
- Name of company, company address
- Responsibilities

Display the next slide:

Explain that: employers always want to understand if you have the experience and the qualities to hold the position successfully. They want to know what you have been doing so far and on that basis predict how well you can handle the job function associated to the position they need to fill.

**Explain further illustrating the example of Job Advertisement given at Figure 3 of Trainees manual.**

Further explain that: In order to effectively present the information regarding your skills and experiences, you need to structure it first as given in the resume format at No. 5 (Error! Reference source not found. of Trainees Manual), as given in the slide above.

**Structure Experience**

- Job title, start date, end date
- Name of company, company address
- Responsibilities

**Learning Outcome**

Trainees understand how to customize resume for the job through analysis of the job requirements, evaluation of experiences, skills, and competencies, and structuring the information in the resume.
Session 3: Resume Writing - 3

Objective: Participants learn to recheck and organize the resume

Total Session Time: 45 minutes

Method: Presentation, Discussion,

Session Outline:
- Explain session objectives: 5 min
- Recheck and organize resume: 30 min
- Resume checklist for success: 10 min

Process:

1. Session Objectives

   Display the slide with Objectives of the session.

   DAY 2 - SESSION 3:
   SESSION OBJECTIVES
   - Rechecking and organizing the resume

   Briefly explain the objective of the session that we will discuss how to recheck and organize the resume after we have written it.

2. Recheck and organize resume Trainees Manual: Section 3.4

   Display the next slide

   After writing, recheck your resume
   - Make sure it looks professional
   - Only contains relevant experience
   - It must look good, clean, and easy to read!

   Layout
   - The employer should be able to easily identify the important information

   Briefly explain that: after filling out information in the various sections, recheck your resume. Make sure it looks professional and only contains relevant information. Your resume must look good, clean, and easy to read.

   Further explain that: The layout (Trainees Manual: Section 3.4.1) should be such that the potential employer should be able to easily identify the relevant and important information while looking through the resume. Don’t overcrowd it; allow for plenty of white space.

3. Recheck resume for Consistency Trainees Manual: Section 3.4.2

   Display the next slide

   After writing, recheck your resume for Consistency
   - Check font size and type, headings, spacing, justification, margins, columns, bullets, etc.
   - Don’t overuse capitalization, italics, underlining, or other emphasizing features.
   - Keep the number of fonts you use to minimum two. Choose a font that is easy to read: Times New Roman 10 to 14 font size or Arial 10 to 12 font size.
Explain that: Recheck for font size and type, headings, spacing, justification, margins, columns, bullets, etc. It’s better to justify text judiciously. Don’t overuse capitalization, italics, underlining, or other emphasizing features. If you want to use different fonts, it’s better not to use more than two fonts. Choose a font that is easy to read: it’s good to use ‘Times New Roman’ 10 to 14 font size or Arial 10 to 12 font size.

4. **Recheck resume to keep it concise** Trainees Manual: Section 3.4.3

Display the next slide

**After writing, recheck your resume to Keep It Concise**
- Keep it as short as possible,
- Focus on relevant information

In the US: Usually 1-page resume and 1 extra page added for every 10 years of experience. The British and Australian usually have resume of 2-3 pages.

Explain that: Keep it as short as possible, focus on relevant information. Share with the participants that in the US, it is highly recommended to keep your resume to 1 page and add 1 extra page to your resume with every 10 years of experience. The British and Australian usually have resumes 2-3 pages long.

5. **Recheck resume for spelling, choice of words and punctuations** Trainees Manual: Section 3.4.4 and Section 3.4.5

Display the next slide

**After writing, recheck your resume for spelling mistakes and choice of words**
- Don’t use unfamiliar words.
- Choose your words carefully and make sure not to confuse similar words i.e., Role (a character assigned or a function) vs. roll (to revolve).
- Perform a spell check on your finished resume.

**For punctuation mistakes**
- Be consistent with your punctuations.
- Check for periods at the end of all full sentences.
- Avoid using exclamation marks.

Explain that: It’s better not to use the words which are unfamiliar. Carefully choose your words and make sure you do not confuse similar words i.e., personal (private) vs. personnel (staff members), role (a character assigned or a function) vs. roll (to revolve). Do not forget to perform a spell check on your finished resume.

Further explain: You must be consistent with use of your punctuations. Always check for periods at the end of all full sentences. Avoid using exclamation marks.

6. **Recheck for grammatical mistakes** Trainees Manual: Section 3.4.6

Display the next slide

**After writing, recheck your resume for Grammatical Mistakes**
- Don’t switch tenses: Write currently duties in present tense (i.e., write reports) and Past duties in the past tense
- Capitalize all proper nouns.
- When writing numbers, write out numbers below ten (i.e., one, five), but use numerals for above 10 (i.e., 10, 25)
- Starting a sentence with a numeral, spell out the numeral (i.e., Eleven services awards won).
- Date formats should be consistent (i.e., 06/01/2005 or 6 January 2005)
Explain that: The responsibilities you currently perform should be in the present tense (i.e., write reports). The responsibilities you performed in previous jobs should be in the past tense (i.e., wrote reports). Don’t switch tenses within your resume. All proper nouns must be Capitalized. When expressing numbers, write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25). If you begin a sentence with a numeral, spell out the numeral (i.e., Eleven services awards won while employed). Make sure your date formats are consistent (i.e., 06/01/2005 or 6 January 2005. Choose one format and stick with it).

7. **Use Checklist for final check Trainees Manual: Section 3.4.7**

Display the next slide

<table>
<thead>
<tr>
<th>CHECKLIST FOR A SUCCESSFUL RESUME</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clearly presents your full, formal name</td>
</tr>
<tr>
<td>• Contains your contact information?</td>
</tr>
<tr>
<td>• Presents your work history in an easy to understand manner?</td>
</tr>
<tr>
<td>• Gives a summary of your educational experience with the institutions and degrees earned</td>
</tr>
<tr>
<td>• Lists other experiences you may have that can contribute to success on the job</td>
</tr>
<tr>
<td>• Lists your skills, abilities, and qualifications in a clear and organized way</td>
</tr>
<tr>
<td>• Provide the names of personal references if needed</td>
</tr>
</tbody>
</table>

**Learning Outcome**

Trainees understand how to recheck resume after writing it and what to look for.
Session 4: Writing Cover Letter

Objective: Participants learn to write a cover letter
Total Session Time: 30 minutes
Method: Presentation, Discussion,
Session Outline
- Cover Letter - when and what to write: 10 min
- Check list: 20 min

Process
1. When and What to Write Trainees Manual: Section 4.1
Display the following slide:

DAY 2 - SESSION 4

COVER LETTER
- Unless the employer demands or there is something interesting to say, DON'T WRITE A COVER LETTER.
- One could send a formal email with few sentences that conveys the key messages.
- One can incorporate the career objectives and emphasize interest for the specific position.

Explain that: Unless you have something interesting to say or it is demanded by the employer, don't write a cover letter. You could send a formal email with few sentences that conveys your key messages. You can incorporate your career objectives and emphasize your interest for a specific company and position.

2. When and What to Write Trainees Manual: Section 4.2
Display the following slide:

COVER LETTER CHECKLIST
- Address to a specific person.
- Use the professional title of the person to whom it is addressed.
- Be brief: about one?half page.
- Do not appear to be arrogant / proud or anxious / worried.
- Indicate interest in the company.
- Highlight your two or three eye catching traits/characteristics.
- Display confidence as a high quality candidate for the position.
- Attach as one file along with your resume.

Explain each point to the satisfaction of participants.

Learning Outcome
Trainees understand about writing a cover letter.
Session 5: Networking

Objective: Participants understand:
1. Networking, its process and advantages
2. Role of social media in job search, and
3. How to tap hidden job market

Total Session Time: 75 minutes
Method: Presentation, Discussion,

Session Outline
- Explain session objectives: 5 min
- Understanding Networking: 25 min
- Advantages of Networking: 15 min
- Social Media and Job Search: 15 min
- Tapping the hidden job market: 15 min

Process:

1. Session Objectives
   Display the slide with Objectives of the session.

   ![DAY 2 - SESSION 5:
   SESSION OBJECTIVES](image)

   **Understanding**
   - Networking and its process
   - Advantages of Networking
   - Social Media and Job Search
   - Tapping the hidden job market

   Briefly explain the objective of the session that we will discuss how to recheck and organize the resume after we have written it.

2. Understanding Networking Trainees Manual: Section 5.1
   Display the next slide.

   ![NETWORKING](image)

   - Networking is the art of making social contacts in the spheres of influence – family, religious affiliations, school, friends, and neighbors
   - It begins: From where you are and informs those closest to you about your interests and goals.

   Explain that: While many people don't give much importance to networking but the fact is that efficient networking can be the difference between applying for a job and applying and getting a job.

   Display the next slide.
NETWORKING

- As your social network becomes aware of your intentions to get a job, it becomes extra pairs of eyes and ears for you
- People in your social network may know others that are interested in what you have to offer
- Through the hundreds of social contacts, you are immediately in contact with hundreds and thousands of people in a short period of time.

Further explain:

- Networking is the art of making social contacts in your spheres of influence
- It begins with sharing your interests and goals to those closest to you. When they become aware of your intentions for searching a job, your social network of friends, family, and associates become extra pairs of eyes and ears for you. They may know people who may have interest in you.
- The networking simply multiplies the connections i.e., through the hundreds of social contacts which you have through family, religious affiliations, school, friends, and neighbors, you are immediately in contact with hundreds and thousands of people in a short period of time.


Show the next slide.

THE PROCESS

- Starting a conversation
- Take charge of your fears
- Interaction during networking

Explain Starting a conversation:

- Networking starts with a conversation. Start the process by talking to family members, making phone calls and catching up on family news. Ask them with genuine interest how they are and what they have been doing. Share your plans. Ask them to keep an eye out for anyone who may need someone with your skills and abilities.
- Meet neighbors and ask questions about their family and work life. Let them know of your plans to find a job. Ask them to let you know of any opportunities or they become aware of someone who needs a person with your qualifications.
- Finally, make a list of everyone you know. Use numbers in your cell phone. Make a target goal to share your intentions with at least 10 people per day.
- Explain Taking Charge of Fears
- Explain that fear is a natural emotion that we all face. Those who succeed are not people who do not have fear. They are ones who learn the trick of feeling the fear, and taking charge of it.
- Explain that according to motivational speaker and writer Jack Canfield, you cannot allow your fear to do the driving. Approach your fear as if it were a small child and acknowledge that what you are doing is a bit frightening. Then advise your fear that you intend to "go for it" anyway.
- The reality is that the worst thing that can happen is already true i.e., you do not have a job now. If you get rejected, you still do not have a job so little has changed. This means that life can only get better. This attitude will help calm fears and allow you to take charge of them.

Explain Interactions during networking:

- Make sure to carry business cards and make exchanging business cards a normal part of your day. Say something such as "Here, let me leave you with my contact information. If you hear of any
opportunities like the ones we have been talking about be sure to let me know”.

- Avoid talking about the reason for leaving your last position or how long you have been unemployed.
- It is also not productive to talk about economic needs and stress you are going through while you are looking for a job. The focus needs to be on communicating your vision and your decision to do something about it.

**4. Advantages of Networking** Trainees Manual: Section 5.3

Display the next slide.

**ADVANTAGES OF NETWORKING**

- Increases confidence
- Saves time and energy
- Helps in finding a job with already known people
- Helps getting more interviews in less time
- Multiplies your efforts by having a team of people looking out for your interests

Explain the advantages of networking one by one and ask the participants if you have missed out anything which they think is important.

**5. Social Media and Job Search** Trainees Manual: Section 5.4

Display the next slide.

**SOCIAL MEDIA AND JOB SEARCH**

**LINKEDIN**

- Why be LinkedIn?
- Add profile to LinkedIn and Update

**OTHER POSSIBILITIES**

- www.rozee.pk
- www.brightspyre.com
- www.oppotunity.com

Explain that: As we become more and more of a global community, LinkedIn provides businesses the ability to find customers, business partners and employees inside and outside of their local environment. It also helps those out of work to find needed employment.

Further explain how to make a profile online and that a few important rules must be followed before you start:

- Don’t try to do too much at once.
- Gather the information and organize it, which you want to use in your profile.
- Have someone you trust look over and comment on the material.
- Use MS Word or some other word processing software when you develop the wording of the profile sections. Use spell check and when you are satisfied, you can copy and paste each section into your LinkedIn profile.
- Save the Word document in the event you choose to use the same wording for other purposes.
Go to www.linkedin.com and either “sign up” or log in if you have already signed up. Fill out the basic information requested.

If you are logging in, go to your profile and edit the information you have previously entered. You may continuously change, update and improve your profile information, what works and what doesn’t work in terms of finding the right kind of opportunities.

Explain them that there are other possibilities in addition to LinkedIn to create your profile.

- www.rozee.pk
- www.brightspyre.com
- www.oppotunity.com

6. **Tapping the Hidden Job Market**

Trainees Manual: Section 5.5

Display the next slide.

**TAP HIDDEN JOB MARKET**

- What is hidden Job Market
- How to tap hidden job Market

Explain about the hidden job market:
While most of the positions are advertised, many more desirable positions are not publicly advertised. Companies seeking highly skilled workers to fill specific areas of responsibility may employ recruiters and head hunters to find talent.

Explain how to tap hidden job market:
By contacting the Human Resources department of relevant companies, you can gain access to the internally communicated list of job openings. You may ask to send your resume directly to the HR department of a company for whom you would like to work.

**Learning Outcome**
Trainees understand Networking, its process, and advantages, job searching at social media, and tapping the hidden job market.
Session 6: Understanding Interview

**Objective:** Participants learn about job interview, its types, and interview skills

**Total Session Time:** 45 minutes

**Method:** Presentation, Discussion,

**Session Outline:**
- Explain session objectives: 5 min
- Types of Interviews: 20 min
- Interview skills: 20 min

**Process:**

1. **Session Objectives**
   Display the slide with session objectives

   ![DAY 2 - SESSION 6: SESSION OBJECTIVES](image)

   Briefly explain the objective of the session that we will discuss how to recheck and organize the resume after we have written it.

2. **Types of Interviews Trainees Manual: Section 6.1**
   Display the next slide.

   ![TYPES OF INTERVIEWS](image)

   Explain that direct interview generally involves the candidate and the hiring manager. It is a relatively rigid format of which the hiring manager relies upon his or her straightforward questions to acquire all of the information he or she wants to know about you.

   Explain that behavioral interview focuses more on the candidate’s problem-solving skills, leadership, conflict resolution, stress management, etc. The questions are usually asked in a way that requires the candidate to think of specific examples to prove the point. Usually the questions are phrased as “Tell me about a time when...” or “What would you do if...” This type of interview may be considered a bit more intense than a direct interview.

   Explain that employers use group interviews to gauge how good candidates interact with each other. During this type of interview, it is important that you keep track of the interviewer to make sure you don’t miss out on any important signals, to prove to be a viable candidate.

   Explain that a panel interview consists of several representatives of the company. Their job is to judge what you say as well as your actions. The best way to master such an interview is to remain calm at all times and be mindful of your body language, the words you speak and the meaning those words give.
3. Interview Skills Trainees Manual: Section 6.2

Display the next slide.

**INTERVIEW SKILLS**

- General considerations
- Answering Question
- Asking questions
- Follow up

Explain that going into an interview without preparation is never advisable. You should dress properly and do everything within your power to present yourself as the best candidate for the job. From the first handshake to final farewell you are going to be evaluated on your poise, appearance, posture, skills, abilities, and persuasiveness. Your ability to respond to pressure and even your own mistakes will tell the employer much about the kind of person you are.

Explain that the ability to answer a question requires good listening skills as well as speaking ability. Before answering make sure you understand the question completely. Feel free to ask for clarification of any part of the question you may not understand. If you do not know the answer to that question, be prepared to respond in a way that does not show a lack of confidence or inability to obtain an answer. Make your answers brief and to the point. Do not give far more information than the question itself requires.

Explain that asking pertinent questions is a great way to gain the respect of the employer and to demonstrate that you have an awareness of the nature of the company and the kind of work they do. Relevant questions demonstrate a curiosity and awareness that they are not only interviewing you but you are interviewing them. The employer-employee relationship is not one sided. Your comfort and happiness in the job is just as important as their satisfaction with you as a member of the team.

Explain that Following up after an interview is one of the important, yet forgotten acts. Not only is it courteous to thank the person you interviewed with for their time, but following up is a good way to reiterate your interest in the position.

Follow-up with the interviewer depends on several factors. If at some point during your conversation the interviewer says, "The best way to reach me is . . .," then you want to adhere to the request. It is not okay to disregard the interviewer's request to be emailed and follow-up with a phone call because you think that shows more drive. If the interviewer does not specify a method of contact and you have a business card with an email address and phone number, you may want to consider the least disturbing method, email. If the only information you have is a phone number, make a quick, but impactful call.

**Learning Outcome**

Trainees understand about interviews, types of interviews and interview skills.
Session 7: Important Skills for Success

Objective: Participants learn some important skills for success

Total Session Time: 20 minutes

Method: Presentation, Discussion,

Session Outline:

- Important skills for success: 20 min

Process

4. Session Objectives

Display the slide with session objectives

Briefly explain the success in your job search depends on your ability to be organized. You must know each day what it is you need to do in order to gain the next interview that could open the door to the opportunity. Your time and resources are limited and you must maintain both motivation and organization in your effort to gain employment. Both a calendar and a list for each day can greatly help to keeping you on track toward your goal.

Briefly explain the punctuality and the ability to meet deadlines is one of the distinguishing characteristics of successful people in business. Being on time is a highly important habit to have in the business world. Delivery services, transportation services, emergency response units and many other workers face serious and life threatening consequences if they are not on time. In an agricultural economy even the cow cares little if the farmer arrives 15 minutes late to milk it. A plane that does not arrive on time can cause hundreds of people to miss appointments and business opportunities in the community.

Briefly explain the one of the biggest obstacles in the way of your success is ‘discouragement’ which generates from ‘self-doubt’. The voice inside your head that whispers, "You'll never make it", "You might as well give up" and "You'll never amount to anything" are all lies. The truth is, "You can do this!" It does not come easy in many cases. It does require work. You need to take a chance and overcome your fears and learn to accept ‘no’ as an answer. Every time you hear no, say NEXT! If you keep searching, you will find the job. The only way you won't is if you quit looking.

Briefly explain the good manners always make a good impression on a potential employer. Make proper eye contact. Say please and thank you during the interview. Greet people with a friendly and firm hand shake. Use good posture by sitting up properly in the chair during the interview. Write thank you notes to those who have been helpful and encouraging in the job search process. All these habits can build your image as a person of success.
Session 8: Post-Training Assessment

Objective: To compare pre and post training knowledge of participants on contents of the training.

Time: 30 minutes

Materials: Post-training assessment sheet, pens

Method: Individual exercise

Process:

Explain the purpose of post-training assessment that it will:
1. not be used by anyone and by any means to assess their performance
2. only help to assess the learning on the subject during training
3. help to identify areas for improvement in the training program
4. help to determine the effectiveness of training

Ask the participants to sit at a distance from their colleagues. Then distribute the post-training assessment sheets and pens. Explain that they have 30 minutes to complete this exercise. Then give them a caution to start.

Exactly after 30 minutes collect the post-training assessment sheets from trainees.

Learning Outcome

Trainer made aware of the effectiveness of training and trainees realized their achievements.
Session 9: Participants Feedback

Objective: Participants share their feedback regarding various aspects of training activities

Total Session Time: 15 minutes

Process
Briefly explain the purpose of participants’ feedback on training, distribute feedback forms, and collect the forms when they have filled them.