



Job Hunting ACADEMY

Skills for the modern day jobseeker

Your 5 Steps to Job Hunting Success

1

1-2-1 appointment & starter CV

1 hour introductory appointment and 1-2-1 session to review your situation and prepare an outline CV & goal setting journey plan.

2

Developing your strengths & skills

Looking at how to identify your strengths and skills, playing to your strengths, understanding the purpose of a CV, CV assessments.

3

Job hunting techniques & how-to's

How to look for work, finding out what employers are looking for, company research online and off-line job hunting techniques and skills, using Universal Jobmatch and record keeping.

4

Applications, interviews & cover letters

How to put together application forms, online and off-line versions, interview techniques, practice questions, preparing yourself & mock interviews, cover letters and how to communicate better.

5

Developing your experience...

Filling in the experience gaps, understanding transferable skills, the ABC's of volunteering to gain experience and build up confidence, skills and personal motivation.

Rolling programme of dates
Sessions twice weekly - see website

As an added bonus: everyone who completes the course will be entitled to a free **City & Guilds** Entry Level 3 Online Basics Assessment **worth £20**



Zenith House, Cromer Ind Estate
Hilton Fold Lane, Middleton,
M24 2NB

lighthouseproject.org.uk

[lighthouseprojectm24](https://www.facebook.com/lighthouseprojectm24)

0161 643 1163

1-2-1 Appointment date:

Next Course start date:



Session Dates

	Course 1	Course 2	Course 3	Course 4	Course 5
Session 2 10 am	Wed 7-Sept	Wed 21-Sept	Wed 5-Oct	Wed 2-Nov	Wed 16-Nov
Session 3 10 am	Thu 8-Sept	Thu 22-Sept	Thu 6-Oct	Thu 3-Nov	Thu 17-Nov
Session 4 10 am	Wed 14-Sept	Wed 28-Sept	Wed 12-Oct	Wed 9-Nov	Wed 23-Nov
Session 5 10 am	Thu 15-Sept	Thu 29-Sept	Thu 13-Oct	Thu 10-Nov	Thu 24-Nov



Free computer skills & internet courses are included.

Kick-Start your digital learning.

Every day between 10am-4pm

E: info@lighthouseproject.org.uk

