

Participant Guidance

The participant guide gives you a structure and content to follow when undertaking this training.

The use of the participant guides allows you to learn and retain information more readily as you are not only hearing the message you are also seeing it and often writing it down yourself.

It is important that you follow the sessions in order and only turn to each page as you are asked to do so and not to rush ahead as this will detract from your learning.

Throughout the training there will be either instructions or activities. The day is broken into three sessions, which are presented by separate people. Each session will have a list of activities and support materials.

The training material have been designed after taking into account different learning styles and the age range of our candidates. We have prepared the materials to provide you with a reference to take home and re-visit at your convenience.

People remember:

20% of what they read

30% of what they hear

40% of what they see

50% of what they say

60% of what they do

and

90% of what they see, hear, say and do*

Therefore it is intentional that within the materials that we repeat and re-visit a set of common models rather than keep introducing you to new ones. It is also why pre-course work is required. This allows you the opportunity to familiarise yourself with concepts, techniques and terminology.

We will present various activities, which give you the opportunity to read, consider, watch, think, review, explore, try things out, share, listen and question. Each session will end with a consolidation slot. This slot is your opportunity to work with your member to create specific actions and list key learning points.

*Source: Accelerated Learning for the 21st Century by Colin Rose and Malcolm J. Nicholl published by Dell Publishing 1997

Welcome and objectives

Welcome to Securing your next job!

The table below lists the course objective for each of our three sessions – These are the things you will be able to do by the end of the course.

Session 1a CV Writing 2:30 – 3:00
Presented by Nike

Session 1b Networking 3:00– 3:15
Presented by Pamela Anderson

Session 2 Skills Matrix 3:25 – 4:10
Presented by Nefertiti and Bummi

| Learning objective | ...which will help you to |
|---|----------------------------------|
| Know what a skills matrix is | |
| Be able to create a skills matrix | |
| Understand when and how to use a skills matrix | |
| Know how to continuously develop the original skills matrix created | |
| Be able to prepare for an interview using the skills matrix | |

Session 3 Interviewing soft skills 4:30 – 5:15
Presented by Romord

| Learning objective | ...which will help you to |
|---|--|
| Competently present your self during a interview by presenting yourself in a professional, organized manner | Be confident during the interview process |
| The Do's and Don'ts of answering interview questions | Answer questions is a way that will positively reflect your skill set and ability to communicate effectively |
| Explain the important of "mindsets" | Prepare yourself both spiritually and mentally for job interviews |

The Business Support group is committed to ensuring that we add value to the life of City Gates Church and its members, so we will ask you to complete a short questionnaire at the end of this workshop. Please be honest, this will help us make future events better.

Welcome and objectives

What are your personal expectations for this workshop?

How will this help you secure your next job?

| | |
|--|--|
| Your role is to: | Our role is to: |
| <ul style="list-style-type: none">• get involved• be willing to change• be positive and receptive• be enthusiastic and value the time• be prepared | <ul style="list-style-type: none">• keep the day on track• stimulate learning• be well prepared• share best practice• make the day fun |