

Seminar IV

Training Program on Career Management; Getting the Job you Really Want: A Complete and

Step-by-Step Guide to Finding a Good Job in Less Time

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Summary

The speaker prepared and presented the paper for the Agricultural University Faculties and Students to show them some avenues for getting job in the respective field within short time through facilitating some searching techniques. The paper comprised the following segments:

Program Objectives:

- (1) Identifying own key skills (2) Explore career and learning options (3) Define individual ideas job objective (4) Write a superior resume (5) Dramatically improve individual's interviewing skills (6) Learn proven techniques to cut job search time in half

Target Groups:

- (1) Graduate Students (2) Trainers and Teachers (3) Any one who would like to explore the employment opportunities to advance their career

Content and Sub-content:

Preparing For a New Career:

- (1) Getting the life you really want (2) Employer's point of view: Meeting an Employer's Expectations (3) Identify the Skills you have acquired: what are you good at? (4) Documenting your Experience (5) Career Planning/Job Search: Finding the right career (6) Marketing Yourself: Writing effective Resume and Cover Letters

Facing the Selected Process:

- (1) Interviewing: The seven phases of an interview – and how to succeed in each (2) Etiquette: How not to make a fool of yourself when meeting employers (3) What your employer really wants to know (4) Questions asked by employers (5) Answering problem interview questions (6) Questions to ask the employer (7) Tips for cutting down your chances of rejections (8) Follow-up letters (9) A, B, C's job Hunting

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Methodologies:

- (1) Small group discussions
- (2) Guest speakers
- (3) Short cases
- (4) Short lectures
- (5) Video presentations
- (6) Power point Presentations
- (7) Role-play

Materials to be used:

- (1) Handouts
- (2) Short exercises
- (3) Multi-media projector
- (2) OHP and transperencies
- (4) ZOPP cards
- (5) White board
- (6) Flip-chart board

Program Monitoring and Evaluation Strategies:

- (1) Degree of learning measured through pre and post training evaluation questions
- (2) Assess daily progress and attention to class materials through various tests
- (3) Daily feed back on overall training process from the participants

Four important Foundation Skills:

Basic Skill:

- (1) Reading
- (2) Writing
- (3) Mathematics
- (4) Speaking
- (5) Listening

Thinking Skill:

- (1) Creative Thinking
- (2) Problem-Solving Skill
- (3) Decision Making Skill
- (4) Visualization

People Skills:

- (1) Social
- (2) Leadership
- (3) Teamwork
- (4) Cultural Diversity

Personal Quality:

- (1) Self-Esteem
- (2) Self-management
- (3) Responsibility

The Top 10 Tips for a Successful Job Interview:

- (1) Prepare and over-prepare
- (2) Be particularly clear on what you know and what you want to achieve
- (3) Make sure your responses match your claims
- (4) Be clear about your strengths
- (5) Describe your weaknesses as strengths
- (6) If you have been fired, be forthright about it
- (7) Be clear where you want to go
- (8) Have clear personal standards
- (9) Interview the interviewer
- (10) Do not allow yourself to be badgered by the salary issue

How to Make a Good “First Impression”:

- (1) Appear Neat and Dress Appropriately
- (2) Maintain Good Eye Contact
- (3) Shake Their Hand at the Beginning and When Parting
- (4) Smile
- (5) Listen More Than You Talk
- (6) Relax and be Yourself
- (7) Ask Them about

'Their' Business and Personal Life (8) Do not 'Name Drop' or Brag (9) Do not Eat or 'Drink' Too much (10) Part with a Smile, A Handshake and A Sincere Comment or Compliment

Common Resume Blunders:

Make sure your resume is top-notch by avoiding the top 10 resume blunders:

- (1) Too Focused on Job Duties
- (2) Objective Statement that is Flowery or too General
- (3) Too Short or Too Long
- (4) Use Personal Pronouns ("I" and "me") and articles ("an" and "the")
- (5) Listing Personal or Irrelevant Information
- (6) Using a Functional Resume When There is a Good Career History
- (7) Not Including a Summary or Profile Section that Makes an Initial Hard Sell
- (8) Where are the Key Words
- (9) Reference Available
- (10) Typos

Ten Common and Important Interview Questions:

- (1) Why do you want to work here?
- (2) What did you like/dislike about your last job?
- (3) What would you like to be doing five years from now?
- (4) What are your biggest accomplishments?
- (5) Can you work under pressure?
- (6) How do you take direction?
- (7) Tell me about yourself
- (8) What is the most difficult situation you have faced?
- (9) What are some of the things that bother you?
- (10) What are you pet hates?
- (11) Tell me about the last time felt anger on the job
- (12) Do you prefer working with others or alone?

Resumes:

- (1) What is a Resume
- (2) The benefit of writing a Resume
- (3) The three main styles of Resume
- (4) Chronological Resume
- (5) Functional Resume
- (6) Combination Resume
- (7) Parts of a Resume

How to write a good objective :

- (1) Avoid job titles
- (2) Define a "bracket of responsibility" to include the possibility of upward mobility
- (3) Include your most important skills
- (4) Include specifics if these are important to you
- (5) Finalize your job objective Statement
- (6) Self preparation before (Re) writing a Resume

Five Types of Interview Questions:

- (1) Credential Questions
- (2) Experience Questions
- (3) Opinion Questions
- (4) Dumb Questions
- (5) Behavioural Questions