

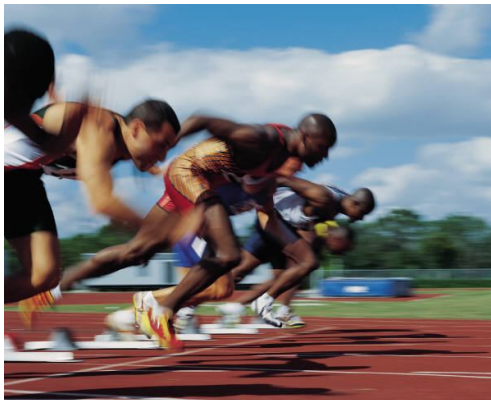


The Secret Job Market

A Guide on how to find jobs that are not advertised

Only 15% of jobs are found through advertised positions. Most jobs are sourced through using personal networks, approaching suitable employers and job seekers marketing themselves. This short course provides basic skills for job seekers to actively source employment through job seeker marketing techniques. The program also provides Job Seekers with a Job Sourcing Action Plan which can be followed as part of the Job Seekers Job Search Activities

Some of the topics we'll cover include:



- ✓ Identifying the difference between job seeking (searching advertised vacancies) and job sourcing
- ✓ Identify a broad range of active job sourcing methods (cold calling, telemarketing, etc)
- ✓ How to research and investigate potential and suitable employers
- ✓ Tips on developing a cold calling spiel
- ✓ Tips on developing a canvassing letter
- ✓ How to develop a Job Search Action Plan for approaching a list of suitable employers using Job Sourcing Methods.

Details:

- ✓ 9.30am - 12.30pm
- ✓ \$60 per participant (+GST)
- ✓ Minimum 10 (Sydney & Brisbane Metro including Gold and Sunshine Coasts)
- ✓ Minimum 15 - 20 Elsewhere (depending on location and associated travel costs)



Contact us for more information!
Call (02)4722 2012 and ask for Caitlin or Sharron