

Resume Writing and Interviewing Techniques Workshop



An intensive 2-day workshop designed to equip and develop skills for managing your career in the workplace with emphasis on interactive sessions, case studies, role plays and practices.

Ephod Consulting Associates PL and
Master Trainers Academy
The leading organisation development consultancy
www.ephodconsulting.com

For Whom

- Anyone who wants to manage their career proactively

Course Methodology

The workshop will incorporate lecturettes, exercises, case studies, and group discussions. Experiential activities will also be designed to allow participants to understand the concepts and skills taught.

In-Company Workshops

Ephod can provide this workshop in a tailored format for your company in your premises

Over 100 companies have attended Ephod workshops including

Intel, Reuters, SSMC, Philips APAC

Sony-Ericsson APAC, Air Products

Singapore Press Holdings, ZF SEA

AC Nielsen, VOPAK, GELife,

New Toyo International, AIA

Prudential, Avex Electronics

Singapore Yellow Pages, Jebson & Jessen,

Prime Minister's Office

Singapore MRT, Singapore Power

Min of Environment, Ngee Ann Polytechnic,

Singapore Polytechnic, National Library

Board, Infocomm Development Authority,

Minddef Centre for Mgt Devt, Min of

Community Devt and Sports, Min. of

Education, Min. of Manpower, SLA

Workshop Outline

Career Planning

- Introduction to the process of career planning and clarifying of personal career objectives.

Resume:

- The Parts and The Whole – The 4Ps
- Different types of resume format and its purpose
- Dos and Don'ts of Resume Writing.
- Common Mistakes to avoid in a Resume will also be highlighted

The Cover Letter

- Purpose and structure of writing the cover letter.

Interview – The Big Picture

- Understand the recruiter's goals during interviews.
- Discuss the preparation needed prior to interview
- Explore the 3 stages of interview: Before, During and After.

Common and Difficult Interview Questions

- Types of interview questions asked by interview
- Explore possible answers to difficult questions.

5Cs of Career Success

Duration: 2-day

About Ephod Consulting Associates PL

Since 1996, Ephod has established itself as a premier organisation change and consulting company. It has serviced client throughout the Singapore and the Asia Pacific region.

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