

COURSE TITLE	JOB SEARCH SEMINAR
<b>COURSE AIM</b>	This is a one day seminar to provide first time clients with basic skills and information related to job searching, labour market trends and employment regulations at an early stage in order to help them become better equipped to look for work and facilitate their movement into the labour market as quickly as possible.
<b>COURSE CONTENTS</b>	<ol style="list-style-type: none"> <li>1. Introduction using an ice-breaking exercise</li> <li>2. ETC services including job centres, schemes etc</li> <li>3. ETC courses and apprenticeship</li> <li>4. Eures</li> <li>5. Job searching skills</li> <li>6. Preparing the CV</li> <li>7. The interview</li> <li>8. Seminar conclusion and time allocated for questions</li> </ol>
<b>DURATION</b>	5.5 hours
<b>SCHEDULE</b>	Once a week, late morning till early afternoon.
<b>VENUE</b>	At the ETC Training Complex in Hal Far.
<b>ELIGIBILITY</b>	It is offered to all first time clients after a week from first date of registration. Clients will be grouped according to age.
<b>FEE</b>	Nil
<b>CERTIFICATION</b>	Nil

