

Irish Association of Supported Employment in association with Sli Nua Careers “Coaching for Job Coaches” Online Training Programme 2015

Session	Title	Format & Content	Date & Duration
1	15 Steps to Writing Winning CVs	Using a range of resource material, Liam Horan, MD, Sli Nua Careers Ltd shows you how to get maximum impact from client CVs.	Thursday, Jan. 15th, 2.30pm Total duration: 90 minutes 40-minute presentation by Liam Horan, followed by Q&A for 45 minutes
2	Live Critiquing of Client CVs	In full view of the class, Liam Horan will critique a number of CVs – he will deal with key issues including: Early impact; Highlighting key competencies; Using third-party endorsements / references in an innovative & powerful way on the CV; Lay-out, font choice, tenses. Before & After CVs will be made available to all participants afterwards.	Thursday, Mar. 19th, 2.30pm Total duration: 90 minutes 90-minute CV Critique by Liam Horan, with Q&A throughout
3	Write Cover Letters that persuade	A good Cover Letter can go a long way. In this session, Liam Horan looks at the significance of cover letters, how to use language that sells and persuades, and the changes that should be made each time the CV is sent out.	Thursday, May 21st, 2.30pm Total duration: 90 minutes 45-minute presentation by Liam Horan, followed by Q&A for 45 minutes
4	Critiquing of CV and Cover Letter you have written	Having your own work critiqued is a great learning exercise. Liam Horan will give you extensive feedback in written and video format that you can refer to when writing future client CVs.	Date to be confirmed You submit a CV and Cover Letter to Sli Nua Careers and they will give you written and video feedback on it. CV and Cover Letter to be submitted by agreed date.
5	Do Better Job Interviews 1	Job interviews – love them, hate them, can’t avoid them. In this first session, Liam Horan looks at the best ways of helping a candidate prepare for a job interview – researching the company, strip-searching the job spec, arranging key information so that the candidate has it on the tip of their tongue in the interview.	Thursday, July 16th, 2.30pm Total duration: 90 minutes 45-minute presentation by Liam Horan, followed by Q&A for 45 minutes
6	Do Better Job Interviews 2	Best methods of answering questions – including STAR method, and Sli Nua Careers’ own four-step approach – all designed to help the candidate give the best possible account of themselves.	Thursday, Sept. 17th, 2.30pm Total duration: 90 minutes 45-minute presentation by Liam Horan, followed by Q&A for 45 minutes
7	Job-searching & Networking Techniques	Effective job-searching and networking are crucial tools in the armoury of the modern-day job-seeker. In this wide-ranging session, Liam Horan looks at traditional and modern job-searching and networking tips.	Thursday, Nov. 19th, 2.30pm Total duration: 90 minutes One hour presentation by Liam Horan, followed by Q&A for 30 minutes

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Members of IASE: €50 per session, all-in-package €280 paid in advance
Non-members of IASE: €60 per session, all-in-package: €350 paid in advance

Certification will be provided for all modules.

Register or more info:

www.slinuacareers.com/coach-coaches - Tel: 094 95 42965

or www.iase.ie/web_based_training.html - Tel: 097 82894

All modules are presented online using easy-to-use Webinar software

All you need is an internet connection and speakers or headphones.

Extensive resource material will be provided to participants to complement each session.

‘Coaching for Job Coaches’

Is a joint training initiative between Irish Association of Supported Employment
& Sli Nua Careers Ltd, one of Ireland’s leading career training agencies

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