



EMPLOYEE OF CHOICE

Course duration: 2 days

Fee: Le1,000,000

Study method:

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

Course overview

Employee of Choice has three modules – The job application process, Business Etiquette and Business Ethics. This course was designed in response to concerns from employers that graduates did not possess the skills to apply for jobs or to function in the workplace.

Course content

Unit	Content
1	Preparing a modern CV
2	Preparing a modern cover letter
3	The interview process
4	Employers' and recruiters' peeves
5	What is etiquette
6	Making a good first impression
7	Personal hygiene and grooming
8	Business communication
9	Dining etiquette
10	Customer etiquette
11	Attending office functions

12	What is ethics?
13	Gifts and hospitality vs Bribery and corruption
14	Equality and diversity
15	Responsible marketing
16	Tax
17	Environmental and social responsibility
18	Responsibilities to employer

Career path

This course is suitable for new and existing members of the workforce and those with no prior experience. Whether pursuing promotion, exploring a new career area or looking to set up your own business from scratch, this course will set you apart from the rest of the competition.

Course accreditation

N/A

Targeted participants

- Members of the workforce who want to perform better
- Jobseekers out to boost their job prospects

Benefits of studying at JobSearch

- Environment conducive to learning
- Special attention throughout the course
- Assistance with job placement
- Career advisory and counselling

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