HTS
Hansar Transition Services

1- PRESENTING ISSUE
- Job loss
- Desire for change

2-CHEMISTRY CALL
- Establishing needs
- Establishing programme
- Contract
- Homework

3- DISCOVERY WORK
- Conscious thinking
- Professional goals
- Transferrable skills
- Values
- CARS

4- MISSION STATEMENT
- Analysis of goals
- Prioritisation of goals
- Pitch of Transferrable skills
- CARS
- Overcoming any barriers
- Key words
- Employee brand statement

5- CV WRITING TECHNIQUES
- Key word selection
- Resume search optimisation
- Layout & structure
- Editing & proofing
- Cover letter

6- NETWORKING + INTERNET RESEARCH
- How to maximise the internet
- Elevator speech
- Linkedin profile
- Identifying target companies & Sectors
- Lead Identification
- Networking & Presentation Techniques (direct and indirect)

7- INTERVIEW TECHNIQUES
- Interview Preparation
- How the internet can help an interview
- Interview Technique Appraisal
- Follow up strategies
- Setting Short term goals

8-FOLLOW UP
- Targeted circulation of CV's to trusted partners
- Follow up coaching & Monitoring of goals
- Dealing with barriers (e.g. time management/procrastination)

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