

# Assessing and promoting skills

Length :	2 days
Venue :	Your facilities/Online
Calendar :	tba
Group size :	From 5 to 15 persons
Audience :	Ph.D students
Trainers :	Marine Pansu, Catherine Le Lay, Aneline Dolet, Laurence Moss

This course provides participants with an opportunity to reflect on the posture of the job seeker, and proposes a positive job search approach. The applicant is at the heart of the process. Trainees benefit from a professional's view of the business world (public or private) and its contingencies.

## Prerequisite

In order to personalize the module as much as possible, trainees are invited to bring all the documents they have (P.A., C.V., covering letters, etc.).

## Overall pedagogical objectives

Asserting your skills on the job market

## Specific pedagogical objectives

- Refine the candidate's objectives (Know where you're going! ),
- Offer skills rather than “beg for a job” (Be positive!),
- Address a company and talk “business to business” (Be operational!),
- Establish a strategy for an effective prospecting campaign (Goals, Means, Principles).

## Training method

Interactive training with numerous group and individual exercises and real-life situations.

## Programme

- Identify strengths and areas for improvement
- Identify evidence (via experience) for strengths and define improvement strategies for weaknesses
- Identify the diversity of your skills
- Knowing how to promote your skills in a structured argumentative process (written, visual and oral).
- The CV
- Cover letter
- Professional networks
- Recruitment and career development interviews

This training is held in English and French.