



Professional Certificate in Employability Soft Skills

This training seeks to help individuals to know, understand and practice one or more of those skills identified as 'soft' – human or non-technical. When an employer is building a job profile for a role in their organisation or business they will identify the qualifications, experience and technical or job-specific skills they want from an individual as well as identifying the soft skills that are necessary for the role. As a job seeker you should be able to demonstrate your understanding of soft skills and your capability around these skills because it is something which employers look for during the interview process.

Learning Outcome

By the end of the course trainee will be able to:

- Understand how to search jobs opportunities from different sources
- Write effective job applications including resumes, cover letters and selection criteria responses
- Perform well in behavioural interview situations by clearly articulating skills you can bring to the job
- Demonstrate your understanding of soft skills and your capability around these skills
- Recognize the value of your skills and build self-confidence

Targeted group

The course targets graduates and any individual interested to develop soft skills for personal growth.

DAY	DETAILS
3-Days Training	<ul style="list-style-type: none">▪ Job searching▪ CV writing▪ Application letter/cover letter writing▪ Job interview skills▪ Presentation skills▪ Team Working▪ Relationship building & Networking▪ Communication Skills▪ Leadership and Decision-Making Skills▪ Problem Solving Skills▪ Self-Motivation▪ Time management

Award Upon Completion

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