MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Workplace Essentials

Job Search Skills

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2914	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills presents the Job Search Skills course, designed to empower job seekers with the knowledge and tools necessary to navigate the competitive job market successfully. This course covers essential skills and strategies for job searching, including resume writing, interview preparation, networking, and leveraging online platforms, providing participants with the confidence and expertise needed to secure their desired employment opportunities.

Course Outcomes

Upon completion of the course, participants will:

1. **Craft Effective Resumes and Cover Letters:**
   - Learn how to create resumes and cover letters that highlight relevant skills and experiences.
   - Understand the importance of tailoring resumes for specific job applications.
2. **Prepare for Job Interviews:**
   - Develop strategies for effective interview preparation, including researching companies and practicing interview techniques.
   - Learn how to confidently answer common interview questions and showcase strengths.
3.

Utilize Networking Strategies:

- Understand the power of networking in the job search process.
- Learn how to build professional networks and leverage connections to uncover job opportunities.

4. **Leverage Online Job Search Platforms:**
   - Explore online job search platforms and learn how to effectively use them to find job openings.
   - Understand the importance of maintaining a professional online presence.
5. **Develop Job Search Action Plans:**
   - Create personalized job search action plans to target specific industries and roles.
   - Learn how to organize job search activities and track progress effectively.

Course Outline / Curriculum

Module 1: Resume Writing and Cover Letters

- Crafting effective resumes and cover letters
- Tailoring resumes for specific job applications

Module 2: Interview Preparation

- Researching companies and preparing for interviews
- Practicing interview techniques and answering common questions

Module 3: Networking Strategies

- Building professional networks and leveraging connections
- Utilizing informational interviews and networking events

Module 4: Online Job Search Platforms

- Exploring online job search platforms and job boards
- Creating professional profiles and utilizing social media for job searching

Module 5: Personal Branding and Online Presence

- Developing personal branding strategies
- Maintaining a professional online presence on platforms like LinkedIn

Module 6: Job Search Action Plans

- Creating personalized job search action plans
- Organizing job search activities and setting SMART goals

Module 7: Effective Communication Skills

- Improving verbal and non-verbal communication skills
- Building confidence and presenting oneself professionally

Module 8: Negotiation Skills

- Understanding negotiation techniques for job offers
- Negotiating salary, benefits, and other employment terms

Module 9: Overcoming Job Search Challenges - Strategies for overcoming common job search obstacles - Building resilience and maintaining motivation throughout the job search process

Module 10: Career Development and Advancement - Creating long-term career development plans - Identifying opportunities for professional growth and advancement

This course is suitable for job seekers at all levels, including recent graduates, career changers, and individuals re-entering the workforce. Through a combination of practical exercises, role-playing activities, and expert guidance, participants will develop the essential skills and confidence needed to navigate the job search process effectively and secure rewarding employment opportunities

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training NGO Capacity Building Corporate Workshops Online Learning Face-to-Face Training Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Job Search Skills
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____