

Job Search Skills Course Details

Department: Workplace Essentials

Presented by Magna Skills Development Institute

[Registration Link](#)

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Course Summary

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 Objectives

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

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



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A photograph of four people standing outdoors in front of a brick wall. From left to right: a man in a white polo shirt and dark trousers, a woman in a white polo shirt and green cargo pants holding a certificate, a man in a dark suit, and another man in a white polo shirt and dark trousers holding a certificate. The image is partially framed by a large blue circular graphic on the left.

Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.