



Job Application & Interview Skills Executive Version

A practical and easy to understand Job Application and Interview Skills course for Executives who are applying for positions within the **Public or Private** Sectors.

We are able to customise each course for your organisation and can tailor the content to suit your group wherever possible.

This course references the appropriate elements of the GSE Act, Regulations and Rules as well as taking Executives through the NSW Capability Framework in as much or as little detail as required.

This course has been presented to executives in the Federal and State Public Sectors, including: NSW Department of Premier & Cabinet, WorkCover NSW (NSW SRWSD), NSW FACS inc. Business Services for FACS, Department of Education & Communities, NSW Police & Fire Brigades, NSW Parliament, NSW CRC, among others.

“Trainer’s knowledge & practical, informal approach provided immediately implementable solutions”
CEO, NSW Government Agency

What Does The Course Cover?

The course can be tailored to each organisation’s exact needs.

- **Executive level considerations regarding the panel how to tailor your preparation, application and interview to their needs**
- **How to effectively apply for almost any executive level role. Includes:**
 - Explanation of the **NSW Capability Framework** (as required)
 - Discusses and references the appropriate elements of the **NSW Government GSE Act 2013**
 - Tools to use when writing an Expression Of Interest or a limited length application
- **LinkedIn:** Why it’s important and how to make the most of it
- **Psychometric assessments** – preparation and advice
- **Covering Letters**
- **A range of skills to improve your interview techniques (Public and Private Sectors)**
 - Practical behavioural interview technique and tools to answer questions
 - Overcoming nerves, making a good first impression, etc.
- **How to prepare a Best Practice resume that works (Public and Private Sectors)**
 - Includes developing resumes for Private and Public Sector applications
 - Includes a best practice resume template for all participants (soft and hard copy)
- **Referees – selecting and getting the best from them**

“It was several hours well spent. I’ve definitely learnt a lot.”
General Manager (SES), NSW FACS

Making the world a better place through better leadership™

Neuroscience-based: **EXECUTIVE COACHING TRAINING FACILITATION TEAM BUILDING 360° ASSESSMENTS**

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Who Should go on the Course?

Anyone who hasn't applied for a job in a long time to those who think that their resume or interview skills are fairly solid but want to brush up on their skills. All levels of ability and readiness will benefit from this course. It can be tailored to what participants need.

"Very well paced and interactive. Presenter was very engaging and knowledgeable and the techniques were practical and useful" SES level participant, NSW CRC

SCC&D has Full Qualification status (& EARL approval) under the NSW Government Prequalification Scheme: Performance & Management Services.

Local Government 'Stronger Councils' Amalgamation Preferred Supplier Panel

Supporting Psychometric Assessments

Several different online psychometric assessments are available to those Executives who may wish to practice, brush up on their techniques or get a better picture of their personalities to assist them in their job applications. For example:

- **Adapt – g (verbal, numeric and abstract reasoning assessment). Normative.**
- **15FQ+ personality assessment, which covers:**
 - Interpersonal, thinking and coping styles
 - Team, leadership, subordinate and influencing styles and preferences
 - Career theme suitability
 - Potential strengths and development needs
 - A full 15 factor classic personality profile
 - Big Five personality profile
 - Normative against a selection of Australian or international norms

This Job Application & Interview Skills Executive Version course can be uniquely modified, combined or added to as required.

Please contact SCC&D on 02 7901 5618 or email: getresults@southerncrosscoaching.com.au for more information or to discuss your requirements in more detail, www.southerncrosscoaching.com.au

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