TAIFA CONSULT

Job Application Workshop

MBEYA SEPTEMBER 2012

SOKO LA AJIRA

- **Unajua uanzie wapi kutafuta kazi katika soko la ajira?**
- **Je CV yako inakidhi vigezo?**
- **Je Unajua nini ki-wemo kwenye barua ya maombi ya kazi?**
- **Ufanye nini katika Interview?**

Kujiandikisha Piga

VoDa 0754247915

AirTel 0787410315

TiGo 0658247915

Jumpstarting Your Job Search

If you haven't been getting results with your current job search, then this is the course for you! Covering effective job search strategies, the hidden job market and the truth about how recruiters recruit, this course provides a treasure trove of new ideas and techniques to help you stand out from the crowd and get the job you really want.

At the end of this workshop you will be able to:

- Plan different approaches to job searching
- Uncover the hidden job market
- Navigate online job boards
- Find more suitable jobs
- Interpret job adverts



Your Job is Out There, we will help you find it

This one-day workshop approaches the subject matter of job application and interview skills from a fresh and uncommon point of view.

Eye-opening but effective techniques will be presented in this workshop.

The techniques are presented with the only intention to create an alternative for the participants to compete in today's tight job market.

Get in touch with us today to get positive results in your Job Search Program

CALL US TODAY FOR RESERVATION 0754247915 / 0658247915 / 0787410315

Resume Workshops

A well prepared Curriculum Vitae is a marketing aid for any Job applicant. Participants will be trained on how to prepare a CV that attracts the attention of the recruiter right at the start.

CV needs to be relevant; participants will be trained how they should make their CV relevant for the kind of job they are applying for. The workshop is designed for people who need guidance on writing an impressive CV and covering letter.

Devised and facilitated by professionals, this workshop genuinely boosts your chances of gaining an interview and gives valuable insider information on what an employer is looking for.

You will also learn about the types of CVs and which type is best for you.

A Job Application Letter



Kwanini Kila Maombi yako ya kazi yakataliwe? Ukijiunga nasi tutakupa mbinu na njia mbadala

Applicant needs to communicate to the employer concerning his/ her interest on the position.

An important means of communication which applicant can let the employers know that s/he have an interest for the post is a letter of application for a job.

This letter should be able to tell the employer on the interest of the applicant, the experience and the potential s/he will bring to the company if considered for the job.

Writing a job application letter is a challenging task for many people. In this training information on how to write job application letters, along with job application letter samples, examples, and templates will be provided to the participants.

Participants will be trained with skills how to write convincing letters, how they can portray their skills, experience and personal motivation to convince the prospective employer for the Job.

CALL US TODAY FOR RESERVATION 0754247915

Winning an Interview

We run weekend career skills workshops designed to empower jobseekers with skills to approach the labor Market.

Residents of Mbeya City and the surrounding Community can take advantage of this open invitation to drop by.



CALL US TODAY FOR RESERVATION 0754247915 / 0658247915 / 0787410315

When a job applicant is invited for an interview s/ he has one main task, i.e. to convince the interviewers that s/he is the desirable candidate.

This coaching session will run for a half day and it will be tailored to the participants needs. During the session the participants will be introduced to issues that are important to be observed for the interview, such as dressing style, how to impress, behaviors, questions, difficult situation and preparation.

Participants will be helped with brainstorm likely questions that are likely to be asked as test sample question so as to establish credible responses to demonstrate their ability.

Salary Negotiation

In job seeking salary negotiation is one of the difficult but very important part of the job hunting process. This part of the training opens up a toolbox of proven techniques for gaining advantage in all forms of negotiations.

Participants will learn to define entry, exit in the negotiation table, manage relationships and negotiating dynamics, and secure a fair deal that optimizes their interests.

After this course applicant will be able to prepare a negotiation strategy, taking account of entry and exit positions, Master and deploy a range of effective negotiation tactics, Manage and execute negotiations using personal communication skills to optimize outcomes for the participants' interest.

How do we do IT?

We shall be facilitating fun and engaging workshops on helping you make your job search result in a job offer!

All our workshops include interactive exercises and chances to practice new skills.

Our career skills workshops can hold up to 50 people. You will be provided a suitable venue, refreshments and Lunch on session.

CALL US TODAY FOR RESERVATION 0754247915 / 0787410315 /