

Job Seeking Seminar For Engineers, Technicians and Technologists

Thursday 30th April 2009

Engineers Ireland, 22 Clyde Road, Ballsbridge, Dublin 4.

Engineers Ireland are offering this free, one-day seminar designed for our members who are unemployed or are likely to be so in the near future.

The purpose is to assist individuals to plan and organise themselves, write a strong letter of application and CV in order to obtain the interview and then optimise the interview with effective communication skills.

The three tutors are all registered with Engineers Ireland and are providing the time and expertise on a volunteer basis.

The seminar will focus on three key competencies – Organisational Skills, Interviewing Skills and Communication Skills.

Programme

8.30 – 9.00	Registration and Tea/Coffee	
9.00 – 9.10	Welcome and Introduction	
9.10 – 11.15	Organisation Skills	<i>Tierney Ivory</i>
	<ul style="list-style-type: none"> • Key Principles • Strengths & Weaknesses of Time Management • Efficient V Effective • Prioritising & Goal Setting 	
11.15 - 11.30	Tea/Coffee Break Networking	
11.30 – 13.15	Interviewing Skills	<i>Ann McGarry</i>
	<ul style="list-style-type: none"> • Review delegates CV's • Covering letter • Preparation for Interview • Competency based questions • Your Interview & follow up 	
13.15 – 14.15	Lunch	
14.15 – 16.15	Communication Skills (Confidence building)	<i>Penny Withey</i>
	<ul style="list-style-type: none"> • Body language • Thinking on your feet • Active listening • Motivation 	
16.15	Close	

Tutors:

Tiernan Ivory:

Tiernan Ivory, MA, is a Communication Consultant with over fifteen years' training experience. He specialises in developing course participants' abilities in the areas of business writing, presentation skills, leadership skills, meeting management and time management. He has worked with staff from many leading organisations in Ireland, has an MA in English, and prior to his university studies trained as a chartered accountant

Ann McGarry Ann has B. Science degree, Diplomas in Industrial Management, Professional Coaching and IITD. She has certificates in NLP, IMMA, Stress Management and Counselling. She has 20 years experience in industry. He own consultancy specialises in Coaching personal development and Quality & process improvement .

(Ann will be available for individual coaching on Thursday 30 and Friday 1 may here in Clyde Road for an hourly fee of €85)

Penny Withey Penny holds a BA in Economics and Psychology, a Diploma in Training from the IPM and a post graduate diploma in Industrial Relations. She has extensive experience in training time management skills gained from her management experience as the HR Manager of a large retail organisation. Penny has also run numerous similar workshops in both the academic and corporate sector.

Job seeking tips:

While many jobs require a unique set of skills, there is a pretty standard set of qualities that most employers want in an employee, so increase your chances of landing the job you want by highlighting your "soft" skills as well as your technical skills in an interview.

Communication: You can communicate clearly and concisely both verbally and in writing. You recognize that communication is a two-way street and are able to listen and interpret effectively, as well.

Leadership: You take the lead and assume the responsibility to get things done. You don't have to be a manager to be a leader; it is a valuable skill in any job.

Problem-Solving: You can analyze and identify a problem and develop effective solutions. You explore new and innovative ideas in addition to tried-and-true solutions. Give examples of problems you have faced and how you dealt with it, never say that you never had any.

Confidence: You know and like yourself. You recognize your strengths and know what you can accomplish.

Flexibility: You can "roll with the punches". You adapt easily to new situations and are open to new ideas.

Energy: You are a hard worker. You are willing to put the time and effort into accomplishing your objectives.

Please remember that recruiters are receiving high volumes of jobseekers CV's on a daily basis so follow up the submission of your cv with a telephone call and try to book an appointment to meet the Consultant face to face.

Registration Form

To attend this seminar please send an email to cpdtraining@engineersireland.ie stating the following information –

Name, Membership Number, Contact Number

Alternatively you can call on 01- 665 1305 to speak to any member of the training team or send in a fax on 01 665 2234