

# Workshop & Trainer Profile

## Improving your chances to win the job

Compared to same time last year, job opportunities are quite scarce in 2021. Moreover, there is a higher demand for jobs, with qualified and experienced job seekers on the market following company restructures. Competition has never been stronger than it is today.

This workshop not only focuses on how to prepare yourself for interviews (an eye-catching CV, compelling cover letter, and interview tips), but will also help you identify your key competencies (through a career assessment) and find the most suitable job for you.

### Objectives

- i. Identify the ideal job that matches your personality
- ii. Stand out from the crowd with an eye-catching CV
- iii. Write compelling cover letter to complement your CV
- iv. Make a positive impact during interviews
- v. Increase your chances to land the job

### Topics / Modules

- I. Your career aspirations
  - a. Undergo a career assessment
  - b. Pinpoint most suitable profession matching your personality
  - c. Develop your individual career plan
- II. Understanding the job market
  - a. Understand market trends
  - b. Identify skills of the future
  - c. Source job opportunities
- III. Enhance your chances to land the job
  - a. Map the entire recruitment process
  - b. Understand the job description (JD)
  - c. Determine whether or not you meet the criteria
- IV. An eye-catching Curriculum Vitae (CV)
  - a. Structure your resume to match the JD
  - b. Use best resume formats (1-2 pages)
  - c. Write a compelling cover letter
- V. Make an impact during the interview
  - a. Prepare yourself for the interview
  - b. Provide answers using the STAR technique
  - c. Present yourself confidently

**Duration:** 5 hours

## Your Trainers

### Ashish KHATRY

A results-driven senior manager with 12+ years of experience in creating and implementing programs to improve business operations. He is adept at building recruiting, selection and retention business strategies, perform organizational diagnostics and provide recommendations for improvement. He is also highly skilled in preparing for restructuring, downsizing, change management, morale and retention.

In his current role at Adecco, Ashish also intervenes as a course designer, facilitator for Management and Leadership workshops, as well as consultant to find solutions to real life business problems at clients' end.

Ashish has served in start-ups as well as multinationals in leadership roles (Valldata, TNT, Accenture, Starwood, Marriott, and now Adecco). He holds a BSc (Hons) in Internet Systems and is reading for an MBA in Innovation & Leadership. Also, he is a **certified Black Belt in Lean Six Sigma**, and MQA approved trainer in Management.

### Jennifer Webb de Comarmond

Jennifer has more than 12 years' experience in the HR field and is known for her public appearances and speeches about "Future of Work" and "Millennials in the Workplace". Her training expertise range from topics such as Leadership, PMS, TNA and HR consulting amongst others.

Jennifer was recently a TEDxALC speaker where her knowledge about integrating millennials in the workplace has proven to be a unique asset on the local market. She is also an active member of Business Mauritius on the social capital commission.

### Krishan DEELJORE

A seasoned Business Leader with over twenty years of experience spanning across a variety of sectors including Manufacturing, Consumer Goods, Financial Services, Telecommunications, Technology and Outsourcing.

Krishan is the Founder and Managing Director of BI Instruments Ltd, a boutique consulting and advisory firm providing bespoke services to Clients in the Indian Ocean and East Africa region. Over the last 12 years, he has held HR Leadership roles in several MNCs, where he built expertise in the areas of Human Capital Management, Organizational Development and Change Management in a highly diverse and dynamic environment.