



Open University of Mauritius

Employability Skills Programme with video support

Course Title: Job Search Skills – Oues004 (non-examinable)

No. of video programmes: 8 (1 DVD)

Course Materials: Self-study pack with DVD No. of Manual: 1 Duration: 2 months

For whom: school leavers, job seekers, unemployed people & those looking for better job prospects

Course requisites: No formal qualifications required

Registration: Admission Office, Open University of Mauritius, Réduit. **Tel: 403 8200**

admission1@open.ac.mu

Course Objectives:

- To identify requirements of the job market
- To discover one's personal skills which match a particular job
- To learn techniques of CV and application letter writing
- To acquire basic interview skills

Course Content:

1. What is the job of your dreams?
2. What is important about a job for you?
3. Finding out about your skills
4. Looking at your interests
5. Bringing your interests and skills together to see what jobs would suit you
6. Writing your CV
7. Writing your covering letter
8. The interview

Discover many interesting aspects of job requirements and prospects in different sectors, local and international, from various sources available to maximise your chance of getting the appropriate job.

Feel confident in trying to realise your dreams. ***Dreams may come true if you are well informed about the labour market and its evolution.***

➤ **More details:**

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