



# EXECUTIVE PROGRAM

A six-month program designed for mid-level executives or long-term employees who need more one-to-one support. This program has a greater focus on networking skills and personal skills selling.

## BENEFITS OF THE PROGRAM

- Increase clarity on available career options.
- Full access to company contact and research databases featuring over 40,000 companies.
- Develop an effective personal marketing portfolio and initiate proactive job search strategies.
- Introduction to executive search organisations in targeted sectors.
- Increase in confidence and practical skills, with a positive state of mind.
- Maintaining job search activity through sustained support.
- Accelerated introduction to new network channels.
- Administration support during the program. This includes, photocopying, fax machines, resume preparation, computers and messaging services.
- Personal offices for administration use.
- Introduction to financial planners.

**One-on-one coaching  
for 6 months**

## Features of the Professional Program

Fully modular program with accompanying manual, marketing material and assessment tools

### Redundancy Counselling

- Dealing with Emotional Change
- Explanation of Program Definition

### Psychological Assessment

- Personality Typology and Career Preferences

### Self Assessment Exercises

- Career Skills
- Career and Personal Values
- Job Motivators
- Occupational Interests

### Personal Marketing Portfolio

- Resume Crafting
- Cover Letter Design
- Using Electronic Resume
- Personal Marketing Statements
- Reason for Leaving Statements
- Value Proposition

### Interview Training

- Informational, Competency and Behavioural Interview Training

### Job Hunt Campaign

- Navigating the Hidden Market
- Working with Employment Agencies
- Using the Press
- Searching Internet Sites

### Market Research

- Access to Company Contact Databases
- Techniques to use Internet Sites for Research

### Purposes

- Full Access to Career Management Library
- Personal Networking Campaigns
- Developing Contacts in Targeted Sectors
- Developing a Career Map