



**JOB SEARCHING &  
ACQUIRING SKILLS  
PROGRAM**

# **PROGRAM GUIDE**

**A Virtual 3 - Session Series  
hosted by Mimi Ni Nani.**





# Are you the one we are looking For?



How do I correctly respond to ***"tell us about yourself"*** question during an interview?



How do I gain confidence to apply for jobs after so many rejections, long term unemployment etc?



How do I align my passion, dreams and the job I am applying for?



How do I prepare my CV/resume & Coverletter without copy pasting?



How do I gain work experience when unemployed?



How do I start with job searching?



What skills are employers looking for when hiring?



How can I get well connected with networks that have potential jobs for me?



## 3-VIRTUAL SESSIONS SERIES

# SCHEDULE

*Session 1: 29th May 2021*

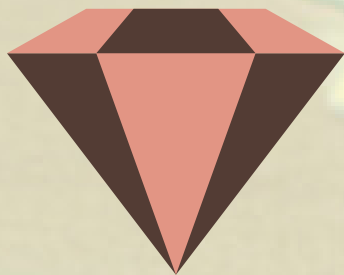
*Session 2: 5th June 2021*

*Session 3: 12th June 2021*

*Time | 1500 hrs EAT (GMT+3)*

# About Mimi Ni Nani

Mimi Ni Nani is a Pan-African human capital development social enterprise with a mission to catalyze the growth of African leadership potential to raise a generation of change-makers, problem-solvers & opportunity creators.



We are offering relevant, market driven skills training combined with exposure & experience; support system; and links to networks, resources & opportunities..



## **Our Current Focus Areas:**

- i.) Leadership Development
- ii.) Professional Development & Career Building
- iii.) Personal Development & Mindset
- iv.) Business Development (Entrepreneurship)



# Why Launching this Program?

This is a result of practical engagement with youth through our programs as well as through running recruitment programs at Mimi Ni Nani:



- ✓ There is significant gap of information and understanding regarding what the current market needs are, and what youth have to offer.
- ✓ Job seeking is a process and not a one-time task hence requires preparation and some training.
- ✓ Networks are important to helping one access opportunities including jobs and building networks is a skill that can be acquired.
- ✓ While attempting to do any job is encouraged to gain some work experience, one needs to establish clear career goals & path to making that experience count.
- ✓ **It's time to act.**

A close-up, low-angle shot of a person's legs and hands in a starting crouch on a red running track. The person is wearing white sneakers and has their hands flat on the track surface. The background is slightly blurred, showing other runners and the track's lanes.

# WEEK 1 – Getting Job Ready

Job searching starts with preparing one's mind, perspective and self-packaging prior applying. This course exposes participants to necessary preparation to job searching.

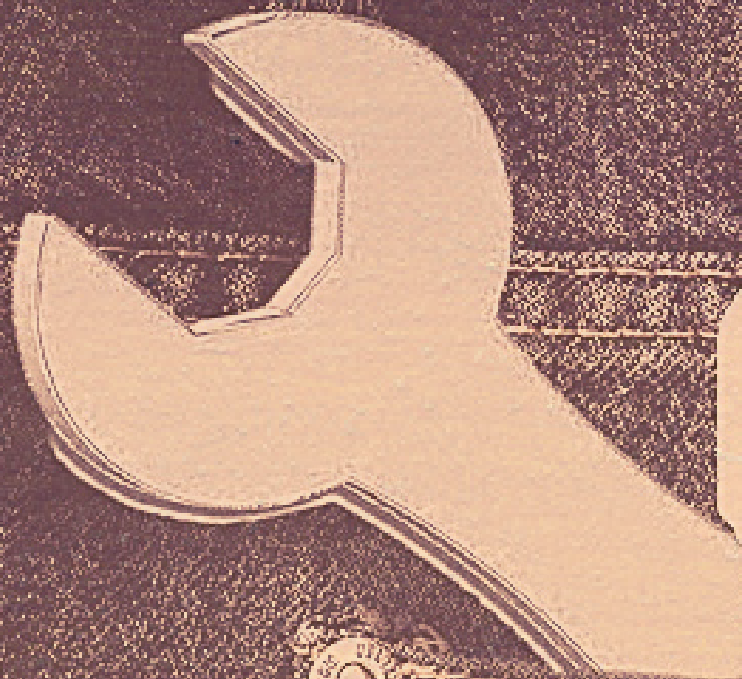


# Getting Job Ready

## course content:

- Seeking and knowing your unique worth.
- Exploring the career that you desire and aligns with you.
- Packaging & Presenting Your Value in the market place.





*job search*

## WEEK 2 – Job Application Skills

Once ready with the job application process, this course guides participants to practical steps required to apply for a job both from the candidate's side as well as from the side of the recruiters and employers.





# Job Application Process

course content:

- Pre-Applying: How & where to search for jobs;
- CV writing, coverletter, reviewing JDs;
- Preparing for Interviews (Oral & Written).





# WEEK 3 – Job Acquiring Skills

The journey does not end when you are offered a job, or looking forward to have one. There is still some work to do

- to do the new job better or perform better in the next interview.

# Job Acquiring Skills

## course content:

- What skills are employers currently looking for?
- How to build relevant work experience.
- Who has the Job? How is my network of connections?







**Skills Training  
(Virtual).**



**Exposure via practical  
learning & shared  
experiences.**

# PROGRAM ELEMENTS



**Access to networks  
& opportunities.**

**Support System via  
Mentorship**



Maximizing  
your networks  
and working to  
build better  
ones.

Understood  
the job market  
needs and are  
set to equip  
yourself with  
the skills set  
required.

Explored &  
known your  
unique value  
that you bring  
to the market  
place.



## Expected learning outcomes



open minded  
& ready to  
accumulate  
relevant  
experience  
using  
available  
opportunities

Understood & able  
to undergo the  
job searching  
process.

Understood &  
practiced to  
prepare for your  
CV/resume,  
cover letter,  
interviews  
confidently.

**Successfully enrolled & paid program fee.**

**A well functioning device & good internet.**

**Good command of English as medium of communication.**

**Available to commit to attending all program's sessions & tasks.**

**Open to fully engage with peers .**

## **MEETING PROGRAM REQUIREMENTS**

**Review, read all shared course materials & correspond when asked to.**







**CERTIFICATE TO BE AWARDED  
UPON SUCCESSFUL MEETING OF  
PROGRAM REQUIREMENTS.**





PROGRAM FEE

**WE'RE OFFERING  
YOU VALUE & YOU  
NAME YOUR  
PRICE.**

Click Link to Enrol and Tell & Pay your Price.

[http://bit.ly/MNNSkills4Jobs\\_1](http://bit.ly/MNNSkills4Jobs_1)



Enroll  
Now!

**Yes! Click the link  
below to enroll!!**

## **MIMI NI NANI PRESENTS**

**Job Searching & Acquiring Skills Program**

**A Virtual 3 - Session Series**

Program Starts in May

**Click below**

**[http://bit.ly/MNNSkills4Jobs\\_1](http://bit.ly/MNNSkills4Jobs_1)**

**JOB**

Graduates;