

Outline of Career Counseling Programme for UUNZ



	Programme	Brief Description	Duration
1	Welcome & Introduction	About Simplify IT (Background, Purpose, Services)	10 minutes
2	Job Search Overview	Career Guidance Job Search Tools and Tips Professional CV/Resume review and Cover Letter writing Communication Skills Follow-ups and Phonecalls Interview Preparation Work Culture	30 minutes
3	Questions & Answers	Questions & Answers	10 minutes
4	Workshop or Role-Play (Any 2 Subjects per Session)	Career Guidance (what type of Job do you want?) Job Search Tools and Tips (looking for a Job) Professional CV/Resume review and Cover Letter writing (applying for a Job) Communication Skills (improving your chances of getting an Interview) Follow-ups and Phonecalls (getting an Interview) Interview Preparation (passing the Interview and getting a Job) Work Culture (understanding your Workplace and keeping your Job)	40 minutes
5	Review & Close	Review of Workshop or Role-Play Summary & Feedback	20 minutes