



Are you looking for a positive and practical way to help your people prepare for career transition?

INS career transition workshops support your staff to better understand the government's recruitment strategy and gain the tools and knowledge they need to be more competitive in the marketplace. Participants are assisted to understand the NSW Public Sector Capability Framework and apply it to resume development and interview performance.

A primary aim of our workshops is to engage and empower participants.

We help make a challenging process simple, straightforward and doable.

Our workshop facilitators assist your staff to:

View their resumes and interview process **through the eyes of the selection panel.**

Understand the NSW Public Sector Capability Framework and **de-mystify position descriptions.**

Maximise their chances of being short-listed for a new role.



'CREATE A WINNING RESUME' WORKSHOP (ONE DAY)



'MASTERING THE INTERVIEW' WORKSHOP (ONE DAY)

See other side for more details about the workshops.

INS APPROACH & EXPERTISE

To date we have delivered programs to more than 6,000 participants in government agencies with a staggering 98% satisfaction rate from participants in post-workshop surveys.

Agencies include Sydney Trains, Roads and Maritime Services, State Transit Authority, Sydney Harbour Foreshore Authority, Department of Corrections, NSW Department of Family and Community Services, iPART, Public Service Commission, NSW Trustee and Guardian, Office of Sport and TAFE NSW.

To discuss running these workshops for your staff or about INS' consulting and Talent Mobility services, contact Matt Conouly on 1800 467 000 or mconouly@inscm.com.au.



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Participants give INS career transition workshops a staggering 98% satisfaction rate!



'CREATING A WINNING RESUME' WORKSHOP

In this one day workshop, participants learn to:

- Identify the key elements NSW Public Sector hiring managers look for in a resume and **avoid the most common pitfalls** made in resumes and applications.
- Tailor their resume** to the role they are applying for.
- Develop compelling **achievement statements**.

- Demonstrate their ability to **meet Focus Capabilities** of NSW Government roles.
- Visually present** their skills and experience for impact.

What participants say:



The best training session with the best trainer and material I have attended. The previous training companies [our organisation] has hired to explain similar material were inadequate and unhelpful. INS is the best company to help people find a job - they really know what they are talking about. I wish all the best for this great company.

'MASTERING THE INTERVIEW' WORKSHOP

In this one day workshop, participants learn to:

- Read and **engage the recruitment panel**.
- Structure answers** to behavioural questions with a simple and memorable method that delivers superior results.
- Answer challenging general questions.

- Communicate with energy and clarity**, through practising in small groups and integrating feedback.
- Embrace any nerves**, making them work for them, not against them.

Examples of participant feedback:



Overall program has been excellent. Have had training in this field before but found INS to have been the only one that has successfully been able to engage all participants!

I found these sessions very beneficial and I can already tell they will be of great use. Both sessions were really enjoyable and easy to follow. [The facilitator] was wonderful and made what could be boring, interesting and entertaining.

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