Land and Succeed in Your Dream Career

**SoC Leadership Workshop Series: Getting, Staying and Winning in Your Dream Job**

**Background:**
NUS SoC students are well-known to be the thought leaders in the technological arena – they think innovatively, have fantastic analytical and technical skills, and know the right tools to make things happen. One of the key opportunity areas, as confirmed by employers as well as alumni, is on selling themselves in to the job market and driving leadership in the workplace. “Getting, Staying and Winning in Your Dream Job” aims to address this outage and ensure that SoC graduates are equipped with the right skill sets to help them get, stay and win in their dream jobs.

**Summary:**
Finding a job is tough post the global economic crisis. With millions of graduates coming out of school on an annual basis, plus the number of experienced professionals on the job market, learning how to strategically land into your ideal job even gets more critical. Once inside, the competition continues with all employees trying to outsmart each other, so how do you separate yourself from the pack and grow in the company? In this lecture, we will spend more time to unravel the basics of selling yourself from your resume, to interviews, all the way to negotiating your salary. In addition, we will delve into some basics in corporate teamwork and office politics.

**Methodology:**
The session will be highly interactive and will require several hands-on activities and participation. There will be exercises in every subject, and mini-competitions will also be part of the programme. We will be using the following tools for the session:

1. Concepts
2. Videos
3. Hands-on exercises
4. Mini-competitions

**Objectives:**
1. To learn the basics of job hunt
2. To get ready for the interview and salary negotiation
3. To win in the corporate setting via teamwork, leadership and managing politics

**Content:**
1. Basics of Job Hunt
   a. Strategy
   b. Preparation
   c. Tools
   d. Who to look for
2. Resume and Cover Note Writing
   a. Definition and Importance
   b. Structure
   c. Amplifying to Win vs Others
3. Remote Interviews vs Face to Face Interviews
   a. What’s the difference
   b. Preparation for Remote Interviews
4. Face to Face Interviews
   a. Power Dressing
   b. Body Language
   c. What to Say, How to Say, When to Say
   d. Tools to Win in Interviews
5. After the Interview
   a. Following Up
   b. Accepting Rejection
   c. Declining an Offer
   d. Salary Negotiation
6. Corporate Teamwork, Leadership and Managing Politics

**About the trainer:** Richard Rubnan Que holds 8 years of international marketing, strategy and sales experience. He is currently in brand management for Procter & Gamble, the world’s largest consumer goods company, handling several brands including Olay, Olay Natural White, Olay Cleansers for the region. He graduated with a Masters in Business Administration, specializing in Marketing from the National University of Singapore and Cornell University, and also won several international case competitions overseas.