

Our programmes are tailored with the individual in mind.

As Workforce Singapore's appointed Career Matching Provider, we take pride in delivering high quality services to create a positive change to the Singapore labour market and enable better lives.

We work with individuals to provide guidance, support and training. Through our coaching, workshops and training we believe everyone can find the right job and improve their life through work.

We are Ingeus.

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1. A Successful Job Hunt (By Steven Chong, Coaching & Development Specialist)

In any economic outlook, the ability to skillfully navigate the employment market, to successfully secure a job, is helpful and important. While the employment climate affects our ability to get a job, there are steps that we can take, for a more fruitful job hunt.

Know Where You are Heading

Firstly, we need to know, where we are heading. Based on our needs and wants, the skills and experiences that we have, what is a realistic job that we can land. We cannot change the employment landscape. We can only affect our expectation, to realistically plan for a successful job hunt. It is not just about what we want. It is also about what we have, to allow us to gain employment where we wish to go.

Through research and networking, we have to understand, the requirements for the option that we are applying for, and if we have the skills and experiences needed. We have to be realistic, whether we meet the requirements of the jobs we are applying to.

We also need to understand the overall employment landscape, as it will affect our chances, to gain employment. What are the rising industries? What are the sought-after skills? Are we ready for employment there? The competency gap, and the time factor, will affect our considerations. How soon do we need a job? Can we get a job there, for the short term, or more into the long run, and to find something else in the interim.

Focused Application

In our job applications, always begin with the end in mind. Where we are heading, and how to position ourselves for the opportunity in our applications. With that in mind, are we realistic to expect ourselves to be successful in securing an employment.

Anyone can write. But can we write our cover letter and resume, targeted enough, to land an interview? The cover letter and resume are not about us. They are about us, in relevance to the job we are applying to.

Anyone can talk. But can we talk well enough during the interview, to be offered the job. Interviewing is not about answering the interviewers' questions. It is not about our strengths and features. It is about showing how our strengths, that can benefit the role.

Conclusion

Success in career is a key ingredient to your success in life. Success in a job hunt is the first step towards a successful career. Know what we want. Be realistic about our chances in gaining employment where we want to be. If we do not have the luxury of time, consider an interim step, before landing our desired job. Have a plan, and review the plan regularly, to ensure we are moving promptly, and quickly, towards landing our desired job.



2. Testimonials From Satisfied Clients Who Benefitted From Our Programme (By Nina Sanusi, Coaching & Development Specialist)



“ I am very blessed to have met my Career Coach - Coach Nina at Ingeus. It has been a life changing experience for me.

Throughout my sessions, Coach Nina actively listened to all my feedback and has always been patient and empathetic. She has never left me alone to face any difficulties. She checked-in constantly with me and I learn to build my trust in her guidance. As a result, I gained confidence in many areas I once thought was not achievable. She taught me possibilities, the importance of positivity and to be thankful at every opportunity. She walked me through my interview rounds and the support she provided gave me the strength to bring out my best throughout the hiring process. Coach Nina is undoubtedly instrumental in my successful career switch.

I would highly recommend Ingeus to job seekers and more importantly to encourage themselves to have the opportunity to build constructive relationships with their Coaches. I trusted my coach and have never been more thankful about my decision.”

“ Nina has been an invaluable career coach during a challenging time in my professional journey. Despite the difficulties, she has provided unwavering support and guidance to help me navigate this transition.

One of the most impactful aspects of working with Nina has been her keen eye for identifying areas for improvement in my resume. She provided insightful feedback and suggestions that helped strengthen my application materials. Nina's expertise in resume writing was instrumental in positioning me for success.

In addition to resume guidance, Nina has also been a trusted advisor in honing my interview skills. She conducted mock interviews and provided constructive feedback to help me feel more confident and prepared. Nina's coaching allowed me to showcase my strengths and abilities effectively.

Throughout our collaboration, Nina has consistently offered words of encouragement and positivity. Her uplifting attitude and belief in my potential have been a source of motivation during this process. Nina's responsiveness and accessibility have also been greatly appreciated, as she has always made herself available to provide timely advice and support.

I am truly grateful for Nina's guidance and mentorship. Her dedication to helping individuals achieve their career goals is evident in her work. I have no doubt that many others will benefit immensely from working with Nina, just as I have. She is a true asset to anyone seeking to advance their career or navigate a transition.”

“ I wholeheartedly recommend Coach Nina. Her unwavering dedication and wealth of life experiences make her an exceptional mentor. Under her guidance, I was equipped with the tools and confidence to excel in my interviews. Coach Nina's ability to impart practical wisdom combined with her supportive nature created an environment conducive to personal growth and professional success.”

- Elaine Lee

- Sheng Wei Shi

3. Improve Your Job Search Skills Through Career Accelerator Workshops

* Applicable for Ingeus registered clients only.

Module 1
Job Search Mastery

- Identify industries/job hotspots in seconds using modern online tools and information
- Techniques to get noticed by headhunters and generate more interview opportunities
- Beat the ATS and also save precious hours scrolling through pages of job listings

Module 2
Resume & Cover Letter Preparation

- Know what is required for CVs today
- Create a CV that appeals to employers by focusing on your value proposition
- Prepare an effective and personalised cover letter

Module 3
Successful Interview Techniques

- Interview coaching using proven techniques
- Overcome tough interview questions effectively
- How to prepare before you go for the interview

Module 4
Build Personal Branding on LinkedIn

- Develop an online personal branding statement that differentiates you from others
- Learn how to apply it to develop a powerful LinkedIn account that gets the attention of recruiters
- Understand your core competencies and leverage on your unique set of skills and experience

Module 5
Networking & Elevator Pitch

- Learn techniques and tips to overcoming barriers to networking and network with ease
- Discover ways to find networking opportunity and follow up meaningfully
- Develop and deliver your elevator pitch for networking or when you meet with employers

Attending career workshops can be a game-changer for clients who are seeking employment in today's competitive market. These sessions led by our seasoned career coaches offer jobseekers with expert guidance and practical strategies that addresses specific job search challenges they may face. Whether it's resume writing tips, mastering interview techniques or expanding their professional network, clients will be empowered with valuable industry insights and career tips to position themselves for long-term success.

Beyond just skills development, the workshops also provide a supportive environment in addition to our regular coaching sessions where clients can share experiences, gain encouragement, and network with jobseekers from other industries. By attending these workshops, clients can not only sharpen their hard and soft skills but also gain the confidence and clarity needed to navigate their career paths with purpose and efficiency.

- Sheryl Lim,
Coaching & Development Specialist

Module 1 Job Search Mastery	Module 2 Resume & Cover Letter Preparation	Module 3 Successful Interview Techniques	Module 4 Build Personal Branding on LinkedIn	Module 5 Networking & Elevator Pitch
21 Oct 2024 11 Nov 2024 02 Dec 2024	22 Oct 2024 12 Nov 2024 03 Dec 2024	24 Oct 2024 14 Nov 2024 05 Dec 2024	28 Oct 2024 18 Nov 2024 09 Dec 2024	28 Oct 2024 18 Nov 2024 09 Dec 2024

October to December Timetables

Date	Time	Module Title	Email Address
21/10/2024 (Monday)	1.30pm - 4pm	M1: Job Search Mastery	CA.M1@ingeus.com.sg
22/10/2024 (Tuesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
24/10/2024 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
28/10/2024 (Monday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
29/10/2024 (Tuesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from **30 September to 17 October 2024**

Date	Time	Module Title	Email Address
11/11/2024 (Monday)	1.30pm - 4pm	M1: Job Search Mastery	CA.M1@ingeus.com.sg
12/11/2024 (Tuesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
14/11/2024 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
18/11/2024 (Monday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
19/11/2024 (Tuesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from **21 October to 07 November 2024**

Date	Time	Module Title	Email Address
02/12/2024 (Monday)	1.30pm - 4pm	M1: Job Search Mastery	CA.M1@ingeus.com.sg
03/12/2024 (Tuesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
05/12/2024 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
09/12/2024 (Monday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
10/12/2024 (Tuesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from **11 to 28 November 2024**

Steps to register for Career Accelerator Modules

- To register your interest for each Module, do email to the respective email address (copy coach in the email), according to the Sample Email as shown below. Upon receipt of your email, you will receive a system generated email to acknowledge your interest for the workshops.
- Confirmation email and Webex Meeting Link for the modules you have successfully registered for, will be sent to you few days before the modules, with the joining instructions.

Sample Email 1 - to register for M1: Job Search Mastery

- Send an email to: CA.M1@ingeus.com.sg (copy coach)
- Subject: Registration for [M1: Job Search Mastery - 21/10/2024](#)

Module	Date of Workshop	Clients Name	Client's Email Address	Name of coach
M1	21/10/2024	John Smith	jsmith_@hotmail.com	Coach A

4. Events for October to December 2024



WSG Events & Activities

Click the image on the left-hand side to view the [WSG CareersFinder](#), your personalised upskilling and career recommendations.

Click the image on the right-hand side to view the [WSG Workopedia](#)

- ✓ Upcoming Online Career Events
- ✓ Upcoming Physical Events
- ✓ Workshops & Seminars



5. Resources For Your Personal Journey

[WSG Career GRIT > Seminars & Workshops](#)
[> Seminars & Workshops](#)



[WSG Career GRIT > Job Opportunities](#)
[> Job Opportunities](#)

Survey

We appreciate
your feedback

Do look out for our survey link which will be emailed to you and help to complete the survey. Thank you!

You can contact us at: <https://ingeus.com.sg/contact-us>
Or email us at feedback@ingeus.com.sg if you have any feedback on our service and/or any suggestion/s on how we can improve this newsletter.