

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. Networking in Job Search

Networking is all about getting to know people and help each other. It's about building relationships and connecting with others. Looking for a job can be a challenging and lengthy process, but networking is one way to make it easier by getting your name out there through referrals. Identifying the hidden job market through networking may take more planning than searching online, but it's much more effective. Being open to connecting and helping others—in good times and bad—can help you find the right job, make valuable connections in your chosen field, and stay focused and motivated during your job search journey.

Research shows that 70% of jobs are never published publicly, and up to 80% of jobs are filled through networking. Networking can help you get your foot in the door, with people already working in your desired field or company. If you know someone who works at a company you're interested in, they may be able to put in a good word for you or even help you get an interview. These connections can get you further than you think in searching for a job. It's not always what you know; it's whom you know.

Benefits of networking

- People conduct business primarily with a known network that they like. Networking leads to information and job leads, often before a formal job description is created. Networking can help you get referrals for jobs. The job you want may not be advertised at all.
- Job listings tend to draw big piles of applicants, which puts you in competition with others. Resumes and cover letters alone are often too impersonal to convince employers to hire you whereas networking makes you a recommended member of a much smaller pool of potential candidates.

- You can find mentors and role models through networking, learn about different industries and companies, and get your foot in the door.
- Networking allows you to meet new people in your field and learn about new opportunities.

Networking Tips for Job Search

Tip #1: Understand why networking is essential if you want to build a truly rewarding career that will grow as you grow.

Tip #2: Make a list of people you know in your network (family, friends, colleagues, fellow interest group members, etc.) and your job search network can be an extension of these primary contacts.

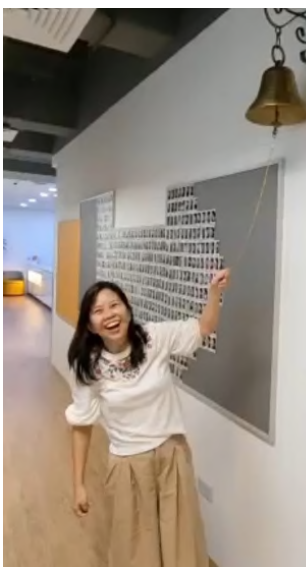
Tip #3: Reach out to your Network- Be authentic & Considerate, ask for advice & not a job. Be specific with your request- A referral? Insider outlook of the industry? An introduction to someone in the field? Also make sure to provide an update on your qualifications and most recent professional experience.

Tip #4: Make full use of LinkedIn and other networking platforms to build mutually beneficial relationships that will help you.

Tip #5: Your network is a tremendous asset in making an impression on a potential employer. Your connection likely has already established a relationship and trust with influential people within the company, so their recommendation can go a long way!

Tip #6: Finally, understand that success in your job search and career is inextricably linked to how you feel about yourself internally and how you talk about yourself externally.

2. Testimonials From Satisfied Clients Who Benefitted From Our Programme:



“When I first came into the CMP (Career Matching Provider) programme, I have been job hunting for months, but was unable to secure an interview. Steven Chong, my career coach, worked with me to improve on my resume, and I was able to secure several interviews. He then coached me on my interviewing skills, and that helped me to clinch some offers. I managed to get an offer that I am happy with. If you need guidance with your career, and job hunt, the CMP programme is for you.”

- Esther Yoh, Client

“Having left my previous job for a long career break, identifying a new job/career was a challenge. Nevertheless, I had the best experience with Ingeus for my second career development journey. Steven was professional and communicative throughout. Plus, I felt very cared for and he has helped me every step of the way to find this gem of workplace.”

- Jeffrey Yap, Client

“I would like to take this opportunity to thank my coach, Steven Chong, for standing by my side, and I considered myself fortunate to be able to learn from him and his experiences. I am so grateful for his professional advice and suggestions to help me during this CMP (Career Matching Provider) journey. I have started in my new job, and this was not possible without the programme and his coaching, and the invitation for me to attend the Networking session at Ingeus. Thank you for being my guiding light.”

- Christin Lee, Client

3. Improve Your Job Search Skills Through Career Accelerator Workshops

Module 1 Job Search Jedi	Module 2 Resume & Cover Letter Preparation	Module 3 Successful Interview Techniques	Module 4 Build Personal Branding on LinkedIn	Module 5 Networking & Elevator Pitch
24 Oct 2023 14 Nov 2023 05 Dec 2023	25 Oct 2023 15 Nov 2023 06 Dec 2023	26 Oct 2023 16 Nov 2023 07 Dec 2023	31 Oct 2023 21 Nov 2023 12 Dec 2023	01 Nov 2023 22 Nov 2023 13 Dec 2023

October - December Timetables

Date	Time	Module Title	Email Address
24/10/2023 (Tuesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
25/10/2023 (Wednesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
26/10/2023 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
31/10/2023 (Tuesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
01/11/2023 (Wednesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 03 to 20 October 2023

Date	Time	Module Title	Email Address
14/11/2023 (Tuesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
15/11/2023 (Wednesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
16/11/2023 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
21/11/2023 (Tuesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
22/11/2023 (Wednesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 24 October to 10 November 2023

Date	Time	Module Title	Email Address
05/12/2023 (Tuesday)	1.30pm - 4pm	M1: Job Search Jedi	CA.M1@ingeus.com.sg
06/12/2023 (Wednesday)	1.30pm - 4.30pm	M2: Resume & Cover Letter Preparation	CA.M2@ingeus.com.sg
07/12/2023 (Thursday)	1.30pm - 4.30pm	M3: Successful Interview Techniques	CA.M3@ingeus.com.sg
12/12/2023 (Tuesday)	1.30pm - 3.30pm	M4: Build Personal Branding on LinkedIn	CA.M4@ingeus.com.sg
13/12/2023 (Wednesday)	1.30pm - 5pm	M5: Networking & Elevator Pitch	CA.M5@ingeus.com.sg

Registration opens from 14 November to 01 December 2023

“ At Ingeus, we understand the challenges faced by job seekers in today's competitive job market. Our team of industry experts have thoughtfully curated a series of workshops, equipping you with the necessary tools and techniques to find your way in your job search journey.

With these workshops helmed by seasoned coaches, they share their insights to help you navigate your job search with confidence. Job hunting does not have to be daunting and sufficient preparation can help you achieve the goals. ”

Join us!

Empowering and Elevating individuals,
- Career Coach Wong Ka Wei



Steps to register for Career Accelerator Modules

1. 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.
2. 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 Jedi

1. Send an email to: CA.M1@ingeus.com.sg (copy coach)
2. Subject: Registration for [M1: Job Search Jedi - 24/10/2023](#)

Module	Date of Workshop	Clients Name	Client's Email Address	Name of coach
M1	24/10/2023	John Smith	jsmith_@hotmail.com	Coach A

Career Accelerator Workshops

Module 1 Job Search Jedi

- 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

4. Events for October to December 2023

WSG Events & Activities

Click the image on the right-hand side to view the upcoming WSG Events & Activities

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



5. Resources For Your Personal Journey

Employment-focused Peer Support Groups



If you are coping with career transition or job loss, join a peer support group facilitated by a professional counsellor to build resilience and find social support from peers.

[WSG Career GRIT > Employment-focused Peer Support Groups](#)

August to October 2023 (bi-weekly)
Eagles Mediation & Counselling Centre or
Counselling & Care Centre

Learn to Build Resilience



How do I get back on my feet?



How do I manage my thoughts and emotions?



How do I regain confidence in my job search and career?

Click here for more information

[WSG Career GRIT > Partner Programmes > Partner Programmes](#)

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.