

# Preparing for Success in Public Service Competitions

## How to Win the Job



### Overview - Why Take This Course

Advancing your career and maximizing your impact in the federal public service requires you to master the competition process — a process that has many parts and can be demanding. The more prepared you are, the better chances you have to succeed, it is that simple. For example, early in the process, candidates need to be screened-in, a critical step before making it to the interview. You will need to fully understand what is being asked of you in relation to the job posting. How to position yourself and resumé to bring forward your skills and experience that are relevant to the job. How to convey to the hiring panel you are the right candidate. This course is a must-have on your journey to securing the right position for you. You will learn about tips and strategies on how to address the written and verbal parts of the process. The workshop is designed to help you win the job!

### Audience

This course is intended for employees at all levels of the organization from junior ranks to aspiring executives. It is for people who are new to the world of public service competitions, or have been unsuccessful in past competitions, or have not competed in a while and feel rusty.

### Methodology

The course will provide tools and training to navigate every phase of the competition process complemented by short practice and demonstration sessions. Graduates will be equipped with the baseline tools and knowledge they need to prepare effectively for current and future competitions.

Graduates also have the option to further refine and strengthen their interview skills through the intensive competition coaching that Building Blocks offers on an individual basis.

**Price** \$545.00

**Duration** 1-Day

### Topics

- Getting screened in
- Preparing for written exams
- Acing the interview
- Helping your references help you
- Understanding and demonstrating knowledge vs. competencies
- Keeping it together — stress management
- Avoiding common pitfalls
- Preparing and self-troubleshooting
- Taking the sideways step — when to tap the grey market of deployments and secondments



## Your Facilitator

### **Guy Boyd**

#### Consultant and Training Facilitator

Having worked with eight federal departments, Guy has acquired wide ranging experience in public sector management from middle management to senior executive levels. Of particular relevance to this course, Guy has significant experience in the competition process, both as a successful candidate and as a hiring manager noted for recruiting and retaining high-performance teams. In addition, he has helped numerous public servants achieve success in competitions through individual coaching. The fruit of that experience is reflected in this course. Guy's commitment to excellence has been recognized through awards such as the Queen Elizabeth II Diamond Jubilee Medal, Treasury Board Merit Award, and Head of the Public Service Award.