

Preparing for Success in Public Service Competitions

How to win the Job



Overview – Why Take This Course

The federal government is going through dynamic change, with many people searching for different positions. To advance your career in the federal public service, you need to master the competition process – which has many steps and can be quite demanding. In this course, you will learn useful strategies and tips for all stages of the competition process. As well, the course will equip you with the baseline tools and knowledge needed to prepare effectively for current and future competitions. The more prepared you are, the better your chances at being successful. This course is designed to help you get the job!

This course will help you prepare for the competition process, including:

Overview of the competition process	Using the job poster to guide your preparation	How to get screened in	Tips for success in written exams	Sharpening your interview skills
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Tip: For career advancement, start preparing early. Preparation is key to success.

Value-Added Services – Personal Coaching

Participants in this course have access to our facilitator and certified coach to support personalized interview practice, via two one-hour sessions of coaching, at an additional cost.

Audience

This course is intended for employees at all levels of the federal public service – from those at junior ranks to aspiring executives. It will benefit participants who are new to the world of public service competitions, or who have been unsuccessful in previous competitions, or who have not competed in a while and feel rusty.

Price \$545 (plus HST) for the one-day course, or \$995 (plus HST) for the course and two one-on-one coaching sessions.

Duration One 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 public service experience from various levels ranging from junior officer to senior executive.

Of particular relevance to this course, Guy has extensive 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 service workers achieve success in competitions through individual coaching. That experience is reflected in this course. Finally, Guy's commitment to excellence has been recognized through awards such as the Queen Elizabeth II Diamond Jubilee Medal, the Treasury Board Merit Award, and the Head of the Public Service Award.