



Worksheet: Your shortlist of jobs

A screenshot of the Job Readiness Training course list interface. At the top left is the logo and the text "Job READINESS TRAINING". To its right is the text "Course List". On the top right, there is a user profile icon and a notification bell. The main content area is titled "Course List" and contains eight course cards arranged in a 2x4 grid. Each card has a header with an illustration and a status label (e.g., "COMPLETE" or "START COURSE"). Below the header, the course title is displayed in bold, followed by the number of lessons, the provider "Job Readiness", a progress bar, and the completion status. The number "99" is visible in the bottom right corner of each card. The courses shown are: Introduction (7 Lessons, 100% Complete), Developing Self Awareness (4 Lessons, 100% Complete), The Hidden Job Market (0 Lessons, 0% Complete), Finding Work (0 Lessons, 0% Complete), Starting Work (0 Lessons), Dealing with job loss and redundancy (0 Lessons), How to pivot your business post-COVID (0 Lessons), and Wellbeing for small business owners (an... (0 Lessons).

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Expanding: List the relevant roles that you have found from your searches. Include any relevant job options you have found through your networking activities.

Narrowing: Narrow down your options to your top 3 jobs. For each, briefly describe how the option fits:

Job 1	
Your job goals	
Your job-specific (hard) skills	
Your transferable (soft) skills	
Your core values	
Your desired salary	
Job 2	
Your job goals	
Your job-specific (hard) skills	
Your transferable (soft) skills	
Your core values	
Your desired salary	
Job 3	
Your job goals	
Your job-specific (hard) skills	
Your transferable (soft) skills	
Your core values	
Your desired salary	

Selecting: Of the above options, select ONE possible job opportunity that fits your goals, skills, values and your experience as closely as possible. You will be using this job opportunity as the basis for the rest of this course.

Your selected job opportunity: