

Writing to Selection Criteria

MEMBERS
ONLY

Give yourself the winning edge...

This course prepares you for your next job opportunity, gives you focus and direction, and provides you with the tools to 'sell' your portfolio of skills, knowledge and experience for government jobs.

ALIA has engaged Dr Ann Villiers, a leading expert in public sector staff selection and retention and the author of *How to Write and Talk to Selection Criteria*, to develop a course specifically for those in or wishing to enter the library and information management sector.

ALIA PERSONAL MEMBERS ONLY

COURSE DATES

Anytime, on demand.

COURSE PRESENTER

Dr Ann Villiers

DELIVERY METHOD

Online – emailed modules
Self-paced

FEE

Members	\$120 inc GST
Non-Members	N/A
Partner Organisations	N/A

ALIA
TRAINING

WRITING TO SELECTION CRITERIA

COURSE OBJECTIVES

This course aims to equip participants with the knowledge, skills and confidence to successfully apply for positions in the public sector.

COURSE CONTENT

This eCourse is a fifteen module program delivered by email at four day intervals and is designed to help you:

- Understand jobs in the public service
- Write a quality statement to selection criteria
- Prepare for and perform well at job interviews
- Manage the entire application cycle
- Make sense of what you offer and 'sell' this to an employer
- Foster your wellbeing during job transitions

The eCourse comes with a workbook that includes many useful resources.

REGISTRATION

Please complete the registration form [HERE](#). Then send to the ALIA Training Team:

e. training@alia.org.au
f. 02 6282 2249
post. PO Box 6335, Kingston ACT 2604

RIGHT FOR YOU:

if you are an LIS professional seeking to improve your chances of winning a public service position and for those seeking to gain the tools to identify and sell their skills to any employer.

ABOUT THE COURSE PRESENTER

Dr Ann Villiers is a leading expert in public sector staff selection and retention.

Writing to Selection Criteria was written for ALIA by Dr Villiers, author of *How to Write and Talk to Selection Criteria*. Her approach stems from her combined business and public sector management experience, spanning more than 20 years, on both sides of the selection process. Ann has drawn on her experience unravelling the mysteries of selection criteria and helping applicants present a strong case.

NEED MORE INFORMATION?

Contact the ALIA Training Team

p. 1800 020071

e. training@alia.org.au

w. www.alia.org.au/training

