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TRAINING AND CONSULTANCY REPORT

Consultancy for Career
Transition Support &
Employability Skills Training



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Islamabad, Pakistan

Prepared For:
German Red Cross (GRC)

FOREWORD



It gives us great pleasure to present the Consultancy Report for the Career Transition Support & Employability Skills Training conducted for the staff members of German Red Cross (GRC).

This consultancy assignment was designed to support staff members during the organizational transition process by strengthening their employability readiness, professional confidence, and career transition capabilities. Through interactive workshops, individualized coaching sessions, practical exercises, mock interviews, and post-training support, participants were equipped with practical tools required to navigate competitive employment markets successfully.

The consultancy focused not only on technical employability components such as CV writing, ATS optimization, interview preparation, and cover letter development, but also on personal development, confidence building, networking, personal branding, and career planning.

ASK Development appreciates the collaboration, support, and commitment demonstrated by the German Red Cross focal team and all participating staff members throughout the consultancy process. Their active engagement and willingness to learn contributed significantly to the success of this assignment. We believe this intervention has strengthened the participants' readiness for future opportunities in humanitarian, development, public, and private sector organizations.

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1. Executive Summary

ASK Development successfully completed the Consultancy for Career Transition Support & Employability Skills Training for staff members of the German Red Cross (GRC). The consultancy was designed to support participants during career transition by strengthening their employability skills, professional confidence, and job market readiness.

The consultancy included two full-day interactive workshops, individualized coaching sessions, CV and cover letter review, mock interviews, practical exercises, and post-training online support. Approximately 13 participants benefited from the consultancy intervention.

The training methodology adopted was highly participatory, practical, and competency-based. Participants actively engaged in CV writing exercises, ATS optimization activities, mock interviews, networking exercises, and career planning discussions. Immediate facilitator feedback and individualized mentoring helped participants improve their professional documents and interview readiness.

Key thematic areas covered during the consultancy included:

- Professional CV writing and ATS optimization
- Achievement-based profile development
- Cover and motivation letter writing
- Interview preparation and STAR methodology
- Professional communication skills
- Personal branding and networking
- Career transition planning
- Job search strategies and application planning

Throughout the consultancy, participants demonstrated increased confidence in presenting their professional experience, improved understanding of recruitment systems, and stronger preparedness for future employment opportunities.

The consultancy successfully achieved its intended objectives by equipping participants with practical employability tools, professionally refined documents, and personalized career guidance.

2. Introduction

The humanitarian and development sectors have become increasingly competitive, requiring professionals to demonstrate not only technical expertise but also strong employability competencies, professional communication skills, and strategic career planning abilities.

As part of its organizational transition process, the German Red Cross initiated a structured support mechanism for its staff members aimed at strengthening employability readiness and supporting future career transitions.

To support this initiative, ASK Development was engaged to design and deliver a comprehensive employability skills consultancy programme tailored specifically for humanitarian and development professionals.

The consultancy combined interactive workshops, practical learning exercises, individualized coaching, mock interviews, and post-training support to ensure participants gained practical and sustainable employability skills.

The programme emphasized real-world application and individualized guidance to support participants in preparing for opportunities within humanitarian organizations, development agencies, public institutions, and the private sector.

3. Background & Context

German Red Cross has played a significant role in humanitarian response, resilience building, disaster management, and development interventions in Pakistan. As part of the closure and transition process of its country operations, GRC sought to provide structured employability support to its staff members.

Many professionals possess strong field experience and technical competencies but often face challenges in effectively presenting their expertise during recruitment processes. Common gaps include ATS-compliant CV development, competency-based applications, interview preparation, networking strategies, and confidence in professional communication.

The consultancy therefore focused on enhancing participant readiness through practical learning interventions

The overall approach aimed to strengthen participant confidence, professional positioning, and preparedness for future employment opportunities.

4. Objectives of the Consultancy

Overall Objective

To strengthen employability readiness and support career transition of GRC staff members through competency-based training and individualized coaching support.

Specific Objectives

- Improve professional CV development and ATS optimization
- Enhance covering letter writing skills
- Build practical job search and networking capabilities
- Improve interview readiness and confidence
- Strengthen professional communication and personal branding
- Provide individualized mentoring and coaching support
- Support participants in career transition planning
- Offer post-training coaching and guidance

5. Consultancy Scope

The consultancy assignment included the following major components:

- Inception and alignment meetings with GRC
- Participant profiling and needs analysis
- Curriculum customization and material development
- Development of practical templates and tools
- Delivery of two-day interactive workshops
- Conducting mock interviews and role plays
- Individualized coaching and document refinement
- Post-workshop online support

The consultancy approach prioritized practical learning outcomes, individualized participant support.

6. Consultancy Deliverables

The following deliverables were successfully completed during the consultancy assignment:

- Inception Report
- Customized Training Curriculum
- Training Presentations & Handouts
- Templates & Resource Packs
- Two-Day Interactive Workshop
- Mock Interviews & Practical Exercises
- Post-Workshop Online Support
- Consultancy Report

7. Participant Profile

The consultancy was conducted for approximately 15 staff members of the German Red Cross representing diverse functional backgrounds and professional experiences.

Participants included professionals from programmatic, operational, administrative, and support functions who were preparing for future employment opportunities within humanitarian, development, public, and private sector organizations.

The participant group brought valuable professional experience, sector knowledge, and field exposure, which enriched group discussions, peer learning, and collaborative exercises throughout the consultancy.

List is attached

8. Training Methodology & Implementation Approach

ASK Development implemented the consultancy using a practical, learner-centered, and competency-based methodology.

The training strategy emphasized adult learning principles, participatory facilitation, simulation-based learning.

Key Training Approaches

1. Interactive Learning Sessions

Participants engaged in facilitated discussions, experience sharing, brainstorming exercises, and practical demonstrations.

2. Practical CV Writing Exercises

After interactive session on the topic, facilitator shared CVs of participants with detailed comments and guidance in word format for further development of CVs. A workbook also was given to be developed and refined their CVs using competency-based approaches and ATS optimization techniques.

3. Mock Interviews & Role Plays

Structured mock interviews enabled participants to practice interview techniques and receive immediate facilitator feedback.

4. STAR Method Application

Participants practiced answering competency-based interview questions using the STAR (Situation, Task, Action, Result) methodology.

5. Peer Learning & Feedback

Collaborative learning activities encouraged participants to review each other's documents and provide constructive feedback.

6. Post-Training Support through Online Sessions

One-to-one coaching support included on document refinement, communication style, confidence building, and interview readiness.

Online and email support was offered to reinforce workshop learning and support live job applications.

9. Training Program Summary

Day 1 – Employability Readiness & Professional Documentation

Opening Session & Expectations

- Programme overview
- Participant introductions
- Learning expectations

Professional CV Writing

- Modern CV structure
- Competency-based writing
- Achievement-focused profiles
- ATS optimization techniques

Cover & Motivation Letter Writing

- Structure and formatting
- Tailoring applications to job requirements
- Professional language and presentation

Job Search Strategies

- Humanitarian and development sector opportunities
- LinkedIn and networking strategies
- Online job platforms
- Application planning

Networking & Professional Branding

- Building professional visibility
- Personal branding techniques
- Professional communication etiquette

Day 2 – Interview Preparation & Career Transition Planning

Interview Preparation

- Types of interviews
- Common interview questions
- Interview preparation checklists

STAR Methodology

- Competency-based interview responses
- Structuring achievements and experiences

Communication Skills & Confidence Building

- Professional communication
- Body language and presentation skills
- Handling difficult questions

Mock Interviews

- Simulation exercises
- Individual feedback sessions
- Confidence enhancement
- Career Transition Planning
- Career mapping exercises
- Personal action planning
- Transition readiness strategies

10. Individualized Coaching Support

A major strength of the consultancy was the individualized coaching support provided to participants.

Each participant received personalized guidance in the following areas:

- CV review and refinement
- ATS optimization
- Cover letter improvement
- Interview preparation
- Communication enhancement
- Professional branding guidance

11. Post-Training Support

Post-training support was offered through virtual and email-based communication for approximately 1–2 weeks following the workshop.

Support areas included:

- Review of revised CVs
- Cover letter editing
- Interview preparation support
- Guidance on live job applications
- LinkedIn profile support

The facilitator offered coaching support without any time limit on participant's preferred medium online or in person.

12. Participant Learning Outcomes

The consultancy resulted in noticeable improvement in participant employability readiness and professional confidence.

Key Outcomes Included:

- Improved understanding of ATS-compliant CV development
- Stronger competency-based writing skills
- Increased confidence during interviews
- Better understanding of STAR methodology
- Enhanced professional communication skills
- Improved networking and job search strategies
- Greater awareness of personal branding techniques
- Increased preparedness for career transition
- Participants demonstrated stronger ability to present their professional achievements, structure applications strategically, and approach interviews with confidence.

13. Key Achievements

The consultancy achieved several important outcomes:

- Successful delivery of two-day interactive employability workshops
- Completion of individualized coaching sessions for participants
- Development and refinement of professional CVs and cover letters
- Conduct of mock interviews and simulation exercises
- Provision of practical templates and career tools
- Strengthened participant confidence and employability readiness
- Successful post-training coaching and support
- Development of participant-specific career transition guidance

The consultancy successfully combined practical learning, individualized support, and real-world application to maximize participant engagement and learning outcomes.

14. Summary of Participants Feedback & Reflections

Feedback Report

Career Transition Support & Employability Skills Training

Dates: 12–13 May, 2026

Total Responses Received: 7

1. Overall Feedback

The feedback for the Career Transition Support & Employability Skills Training was generally positive. Most participants rated the training between “Very Good” and “Excellent” on the 1–5 rating scale. The responses show that the training was considered useful, relevant, and practical for career transition, job applications, CV improvement, cover letter writing, LinkedIn profile development, and interview preparation.

2. Strongest Areas of Training

The strongest feedback was received for the practical application of the training. Most participants agreed that they would be able to apply the learning in their professional and job search activities. The training also improved participants’ confidence for job applications and interviews. The training facilities and environment were also rated highly, showing that the overall setting supported learning effectively

3. Trainer, Materials, and Delivery

Participants appreciated the trainer’s ability to explain concepts clearly and encourage participation. The training materials, examples, and exercises were also rated positively. These helped participants understand important career development tools such as CV writing, ATS optimization, LinkedIn branding, cover letters, job search methods, and interview preparation.

4. Key Learning Outcomes

Participants reported learning several useful concepts. These included the difference between a CV and a cover letter, how to prepare each according to its purpose, how to improve LinkedIn profiles, and how to present achievements more effectively in a CV. Several participants mentioned that they previously focused mainly on duties, but after the training, they better understood the importance of including achievements and results.

5. Practical Impact

The training had a visible practical impact on participants. One participant mentioned receiving two interview calls after applying the learning from the training. Others stated that their understanding of CV writing, cover letter preparation, LinkedIn profile improvement, and job applications had become clearer. This indicates that the training was not only theoretical but also useful for real job-search situations.

6. Areas for Improvement

Participants suggested that more time should be allocated to the training, especially for cover letters, LinkedIn profile review, practical CV exercises, and mock interview practice. Some participants felt that the schedule was tight and that certain sessions felt rushed. There was also a suggestion to include at least one detailed example of a CV showing quantifiable achievements, so participants can better understand how to present their experience effectively.

7. Need for Personalized Support

One important point raised was the need for more personalized review of CVs and LinkedIn profiles submitted in advance. Some participants felt that greater individual attention and customized feedback would have made the training more valuable. Participants also requested continued support after the training, particularly for reviewing and finalizing their CVs according to their roles and positions.

8. Inclusiveness and Facilitation

Some feedback indicated that future sessions should be more inclusive for all staff levels, including support staff. It was also suggested that the training delivery could be divided between the main trainer and a co-facilitator to improve engagement and variety in presentation style.

9. Recommendation Rate

A very positive outcome of the feedback was that all 7 participants stated they would recommend this training to others. This 100% recommendation rate shows that participants found the training valuable and relevant despite the areas suggested for improvement.

10. Conclusion

Overall, the training successfully achieved its main objectives and was well received by participants. It helped improve understanding of CV writing, ATS optimization, cover letters, LinkedIn use, job search strategies, and interview preparation. Future sessions can be made even stronger by increasing hands-on practice, allowing more time for key topics, providing personalized CV and LinkedIn feedback, involving a co-facilitator, and offering structured follow-up support after the training.

15. Challenges & Mitigation Measures

Challenge	Mitigation Measure
Varied participant experience levels	Customized facilitation and individualized support
Limited participant confidence in interviews	Mock interviews and confidence-building exercises
Time limitations	Structured agenda and focused implementation
Diverse career interests	Personalized discussion and flexible guidance
Technical connectivity issues during virtual support	Multiple communication channels used

The consultancy team remained flexible and responsive throughout implementation to ensure smooth delivery and effective participant engagement

16. Lesson Learned

The consultancy highlighted several important lessons for future employability and career transition programmes.

- Practical and simulation-based learning significantly improves participant engagement.
- Managed and created stronger learning outcomes and participant confidence.
- Mock interviews are among the most effective employability preparation tools.
- ATS optimization and competency-based applications remain critical skills for modern recruitment processes.
- Participants benefit greatly from practical job search and networking guidance.
- Post-training support reinforces learning outcomes and increases practical application.
- Career transition programmes should include emotional readiness and confidence-building components.

These lessons will help strengthen future employability and career coaching interventions.

17. Recommendations

Based on implementation experience and participant feedback, the following recommendations are proposed:

1. Continue Periodic Coaching Support

Participants would benefit from continued mentoring and career coaching support beyond the workshop period.

2. Strengthen LinkedIn & Networking Guidance

Future programmes should include more detailed practical sessions on LinkedIn profile development and professional networking strategies.

3. Expand Mock Interview Sessions

Additional mock interview simulations with varied scenarios would further strengthen participant confidence.

4. Introduce Sector-Specific Career Guidance

Customized sessions for humanitarian, development, and corporate sector recruitment processes may further improve participant readiness.

5. Extend Post-Training Support Duration

Longer-term online coaching support could further strengthen practical job application outcomes.

6. Maintain Updated Career Resources

Participants should continue updating their CVs, LinkedIn profiles, and professional portfolios regularly.

18. Acknowledgment

The consultancy achieved its primary objective of strengthening participant employability readiness and supporting career transition through practical training, individualized coaching, and ongoing support.

Participants demonstrated improved confidence, stronger professional communication, enhanced interview readiness, and better understanding of modern recruitment processes.

The combination of practical workshops, personalized mentoring, mock interviews, and post-training support created a comprehensive learning experience that contributed meaningfully to participant preparedness for future opportunities.

ASK Development appreciates the cooperation and support provided by German Red Cross throughout the consultancy assignment and looks forward to future collaborations aimed at strengthening professional development and employability support initiatives.



Annexures I: Detailed Workshop Agenda

Day 1:

- Opening Session & Expectations
- CV Writing Principles
- ATS Optimization
- Achievement-Based Writing
- Cover Letter Development
- Job Search Strategies
- Networking & Application Planning

Day 2:

- Interview Preparation
- STAR Method
- Professional Branding
- Communication Skills
- Mock Interviews
- Handling Difficult Questions
- Confidence Building & Career Transition Planning

Annexures IV: Photographic Documentation

