

Training Programme

Aim

A refresher programme for those wishing to change career direction and/or build up their career skills.

Objectives

By the end of the programme, each participant will:

- appreciate the importance of, and have the opportunity to create, a career plan having reviewed their career direction and choices
- generate more, fresh material for applications and interviews
- have improved their CV and be better placed to write applications for employment - and managing the application process
- understand the purpose and range of selection processes and be better practised at taking part in interviews
- possess a Career Management Manual to support career planning and development of their career skills
- be more confident in recognising new career opportunities available to them both now and in the future.

Programme Content & Approach

Day 1: Career Planning (Full Day)

Welcome and Introductions

Career Planning

- Career Plans: Value and Content
- Personal Career Analysis
- Constructing Your Career Plan

Course Work: Preparation of Career Plan

Day 2: Applications (Half Day)

Review of Learning and Course Work

Application Forms & Letters

CV Development

- Purpose, Types and Formats
- Preparation
- Reviewing Your CV

Summary of Learning

Course Work: Review CV and Letter of Application

Day 3: Selection Processes (with a focus upon interviews)

Review of Learning and Course Work

Selection Processes

- Methods
- Objectives
- Preparation and Practice

Interview Skills

- Structure and Questioning
- Preparation, Preliminaries, Performance
- Post Interview
- Role Play (& Feedback)

Presentation & Interview Practice

Summary & Close

Course Work: Personal Development Plan & Summary of Learning and Evaluation

Essential Preparation by Participants

For the benefits to be realised, participants should:

- collate and bring key information about their careers in a large arch-lever file or similar, e.g. existing CV, evidence of training and qualifications, appraisals, testimonials, articles or speaking engagements, notes or evidence of key achievements, awards, certificates etc
- bring information about at least one job (recently advertised) that might interest them or that they might aspire to
- book a 2 hour slot (at the end of each day) to complete course work.

On completion of the programme, the participant would be asked to submit their career plan, Master CV and Personal Development Plan for review – and evaluate their experience.