

Provision:	<b>Market Yourself - Develop Your CV</b>
Billing	Quality time out for those keen to write, refresh or update their CV. Bring your pens and paper to capture the Top Ten Tips we'll construct on CV preparation, formats and content in 2006. Come ready to pool your best ideas in this interactive workshop facilitated by a local and independent career coach. For the daring: triple the benefits of the workshop: surrender your current CV for analysis.
Aim (product)	Pool the best of our ideas to construct our top 10 tips on CV preparation, formats and content in 2006
Objectives	<ul style="list-style-type: none"> <li>• Greater appreciation of the purpose of CV's.</li> <li>• Understand the importance of good preparation</li> <li>• Know how to select format and content for your CV</li> </ul>
Programme	
0-5	<p>Introductions</p> <p>What we will be covering</p> <p>What we won't be covering (and have assumed you have done)</p> <ul style="list-style-type: none"> <li>• Your Personal Analysis – and ways of generating material</li> <li>• Your Career Plan – with your career direction and strategy in hand</li> <li>• How to crack the employer's strategy and match (or mismatch) with your own</li> <li>• Accompanying Letters</li> <li>• When to use them and when not to use them</li> </ul> <p>Ask if anyone has brought their CV</p>
5-10	Purpose of CVs (interactive, flip chart with whole group)
10-15	<p>Group Work on your top tips on these aspects of CVs on a single posters for display:-</p> <ul style="list-style-type: none"> <li>• Preparation &amp; Aftermath: before you put pen to paper (or fingers on keyboard! (feedback as a poster/flowchart)</li> <li>• Content: what to include and what to leave out (double-listing)</li> <li>• Appearance &amp; Format: how to order and lay out the content (flipchart outline)</li> <li>• Language (Top 5 do's and don't)</li> </ul>
15-30	Play Back – including 10 top tips from the consultant fro the CV checklist
30-35	Our Top Ten (voting) OR .... Good CV – Bad CV
35-40	<p>Conclusions</p> <ul style="list-style-type: none"> <li>• CPD</li> <li>• Link with Trent seminars on Career Management</li> </ul>
Fee	£400 excl. VAT