

Career Planning Course Card

Career Planning

Course Aims

In this session we look at different methods in the search for potential job roles, which are based on relevant skills and abilities. We also look at a variety of formats in which to apply for a job including online, paper based, agency, telephone, in person or video.

This session also equips the delegate with the ability to plan and prepare for an interview, and evaluate the interview identifying further training or learning that you may need in the future.

By the end of this session, attendees will:

- Be able to search for appropriate roles matched to their own skills and achievements.
- Understand clearly the different methods of applying for jobs.
- Recognise personal strengths and employability skills and be able to incorporate into their CV.
- Prepare for interviews by researching the organisation and job role, the importance of personal presentation and the ability to plan for a variety of questioning techniques and responses.

Course Benefits

- Recognise clearly what you want from work and what kind of job you might enjoy.
- Be able to present your skills, strengths and achievements in different methods of job application.
- Learn how to meet, greet, dress and impress for different types of interviews.
- Gain a nationally recognised qualification.

Who should attend this Course?

Anyone who is looking to change job role and who is looking to gain the career planning skills in order to plan, prepare and be at their best in job interview situations.

Price

Workshop - £125 per delegate, which includes the City & Guilds registration fee. 1-day workshop including lunch and a delegate workbook.

Further Information

This is a one day training event scheduled across a variety dates in 2015. To see when and where we are next running this event or to book, visit our website www.blythconsultancy.co.uk or call us on 0141 334 4788. You can also email your enquiry to hello@blythconsultancy.co.uk

Booking terms and conditions are available on our website.

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