



Group Career Workshops

When company restructuring leads to the loss or change of jobs for a number of people, it is important that the energies of the individuals affected are channelled away from a negative reaction towards a positive approach to the job market. Our workshop programmes, which can take place either on or off company premises, include group training sessions covering detailed preparation in all aspects of job search, combined with individual tuition.

Programme Content

As the circumstances of each organisation are different, our group programmes are always tailored to the specific needs of our client company in terms of duration and number of course delegates. However, a typical group programme would contain the following elements:

✓ **Career Appraisal**

Participants are shown how to prepare a life and career history and evaluate their achievements and experiences, not only to identify skills but also to bring into focus their preferences concerning the use of those skills in their next job.

✓ **CV Preparation**

We assist participants in building / reviewing their CV and its purpose. Participants are given examples of layout, style, content and presentation, and with our help each person prepares an effective CV.

✓ **The Job Market**

The various routes into the job market – with particular emphasis on unadvertised vacancies – are identified and discussed. Participants are given guidance on how to make a systematic and comprehensive approach to the market place, and how to draw up and implement a personal marketing plan. This is likely to include guidance on: applying to relevant advertised vacancies; completing application forms; drafting effective cover letters; identifying and approaching potential employers; and developing a network of personal contacts.

✓ **Interview Techniques**

The steps necessary to prepare for an interview are detailed and individuals are given the opportunity to consider how to manage an interview successfully. Participants are taken through the best responses to key interview questions and examples of other typical questions are provided and discussed.

Each session will be supported by clearly written, high quality material which serves both as workbook and reference material.

The group training sessions are supplemented by the provision of confidential individual consultations to ensure maximum benefit and motivation.

Individuals will complete the workshops armed with the essential techniques, attitudes and marketing knowledge required for successful job hunting. They will have individual self-presentation material, have identified their markets and drawn up realistic and effective action plans.