

# Positive Presentation for Job Opportunities

## Course objectives

At the end of this programme you will:

- have analysed your skills and understand your strengths;
- know how to communicate about yourself in a positive way;
- look, sound and feel more confident;
- know how to write CV's and application forms with impact;
- know how to put your best self forward at interviews;
- have clear pointers to sell yourself effectively;
- have an action plan to take forward and apply.

## Programme

0930	Introductions and objectives
	Strengths and weaknesses exercise
	Your career direction
	Determination, drive and attitude
	Exposure, image, work performance
	Networking skills
	Effective CV's and Application Form writing
	Lunch
	Understanding the interview process
	What employers look for
	Selling yourself at interview (including practice):
	▪ Image and non-verbal communication
	▪ Good answers to tough interview questions
	▪ Making yourself memorable
	▪ Following-up
	Review and action plans
1630	Evaluation and close