



Agenda	
8:30 am to 9.00 am	Registration and Reception.
9:00 am to 9.15 am	Introduction. Lisa Burnett & Helen Vita.
9.15 am to 10:30 am	Getting Your Plan Together. <ul style="list-style-type: none"> ■ What are your goals? ■ What are your ideal roles/jobs? ■ What do you want to do? ■ Your work experience. ■ Your accomplishments. ■ Your Network and the Job Search Network.
10:30 am to 11:00 am With morning tea	What Is An Employer Looking For? <ul style="list-style-type: none"> ■ Refreshment on the recruitment process – what to expect. ■ An introduction to interviewing in 2009.
11:00 am to 12:30 am	Introduction to Constructing/Reviewing For An Effective CV. <ul style="list-style-type: none"> ■ Your work experience. ■ Your accomplishments. ■ Your draft CV.
12:30 pm to 1:30 pm	Lunch Break.
1:30 pm to 3:00 pm	Constructing/Reviewing For An Effective CV. Working on your CV in groups and individually with facilitators to produce a quality draft for finalisation Day 2.
3:00 pm to 4:30 pm	Cover letters and follow up correspondence and approaches. Finalising Draft For Further Review By Facilitators.
4.30 pm to 5:00 pm	Finalising your job search package, Next steps and Close.