



Day 1	
9:30 am to 10.00 am	<b>Registration and Reception.</b>
10:00 am to 10.15 am	<b>Introduction.</b> Lisa Burnett & Helen Vita
10.15 am to 11:30 am	<b>Getting Your Plan Together.</b> <ul style="list-style-type: none"> <li>■ What are your goals?</li> <li>■ What are your ideal roles/jobs?</li> <li>■ What do you want to do?</li> <li>■ Your work experience.</li> <li>■ Your accomplishments.</li> <li>■ Your Network and the Job Search Network.</li> </ul>
11:30 am to 12:00 pm	<b>What Is An Employer Looking For?</b> <ul style="list-style-type: none"> <li>■ Refreshment on the recruitment process – what to expect.</li> <li>■ An introduction to interviewing in 2009.</li> </ul>
12:00 am to 12:30 pm	<b>Introduction to Constructing/Reviewing For An Effective CV.</b> <ul style="list-style-type: none"> <li>■ Your work experience.</li> <li>■ Your accomplishments.</li> <li>■ Your draft CV.</li> </ul>
12:30 pm to 1:00 pm	Lunch.
1:00 pm to 3:00 pm	<b>Constructing/Reviewing For An Effective CV.</b> Working on your CV in groups and individually with facilitators to produce a quality draft for finalisation Day 2.
3:00 pm to 3:30 pm	Reviewing Each Others CV And Finalising Draft For Further Review By Facilitators.
3.30 pm to 4:00 pm	Next steps and Close - Preparing for Day 2.

2 Day Job Seeking, CV, and Interview Workshop  
Agenda



Day 2	
9:30 am to 10.00 am	<b>Registration and Reception.</b>
10:00 am to 10.15 am	<b>Introduction.</b> Lisa Burnett & Helen Vita.
10.15 am to 11:30 am	<b>Finalising Your CV.</b> Working on your CV in groups and individually with facilitators to produce a quality draft for finalisation Day 2.
11:30 am to 12:30 pm	<b>Applying for Jobs.</b> <ul style="list-style-type: none"> <li>■ Recognising and Reading job adverts.</li> <li>■ Responding to job adverts.</li> <li>■ Making contact - Requesting more information.</li> </ul>
12:30 pm to 1:00 pm	<b>Lunch.</b>
1:00 pm to 3:30 pm	<p><b>Interviewing.</b></p> <p><b>Preparing For Your Interview with practise sessions.</b></p> <ul style="list-style-type: none"> <li>■ Research of company.</li> <li>■ Role Verbal positioning.</li> <li>■ Top 10 'tricky' questions and authentic responses.</li> <li>■ Must do's</li> </ul> <p><b>At The Interview</b></p> <ul style="list-style-type: none"> <li>■ Getting Started</li> <li>■ Maintaining momentum</li> <li>■ Closing</li> </ul> <p><b>Interview Practice</b></p> <ul style="list-style-type: none"> <li>■ Interview practise for your ideal roles - using your real advertisements and mock ups.</li> </ul>
3:30 pm to 4:00 pm	Refreshing And Finalising Your Interview Plan
4:00 pm	Close - Good Luck Job Searching