

BOOST your CAREER!

The aim of this module is to help you to achieve the career of your dreams. The webinars in this module cover five of the most important aspects that will allow you to make smarter career decisions and present yourself as a truly marketable candidate for the 21st century workplace.

All Sessions held between **15:00 - 17:00**
Delivered by **Jes Camilleri**



Webinar 1: Boost Your CV

2 June 2020

This webinar will help you develop your CV writing skills to craft a professional CV that highlights your skills adequately and ensures it catches the attention of any prospective employer.

This webinar will cover the following topics:

- ▶ Identifying your personal key selling points
- ▶ Highlighting your key achievements
- ▶ Grabbing the recruiter's attention to make them read your CV

- ▶ Choosing an appropriate format and style for your CV
- ▶ Selling yourself to the employer

By the end of this webinar you will be able to:

- ▶ Craft a clear job-hunting strategy
- ▶ Write an eye-catching, professional CV targeted for your prospective employer
- ▶ Create a winning covering letter

This webinar will help you to establish and sustain strong online and offline networks in order to further your career and strengthen your position within your chosen field.

This webinar will cover the following topics:

- ▶ Networking in the 21st century
- ▶ Selecting your area of focus for your career

- ▶ Creating the right personal brand
- ▶ Using online networks

By the end of this webinar you will be able to:

- ▶ Overcome any barriers to networking
- ▶ Craft a strong online and personal brand
- ▶ Use online social networks confidently and maintain an effective and up-to-date profile

Webinar 3: Boost your Interviewing Skills

11 June 2020

This webinar will equip you with the necessary skills to prepare effectively for interviews, present your skills and achievements in person with impact and answer difficult questions by the interviewing panel in order to boost your chances of being the candidate of choice.

This webinar will cover the following topics:

- ▶ Preparing yourself mentally to overcome nervousness
- ▶ Crafting your elevator speech
- ▶ Addressing any limitations in your CV (employment gaps, lack of skill/experience)

- ▶ Preparing yourself to answer likely questions
- ▶ Identifying questions you should ask at the interview

By the end of this webinar you will be able to

- ▶ Feel confident in attending interviews
- ▶ Outline your skills and achievements succinctly and in a way that is relevant to the interview
- ▶ Handle difficult questioning confidently
- ▶ Portray yourself as a competent and professional candidate during an interview

This webinar will prepare you with the necessary skills to prepare and deliver a winning presentation as part of your job interview

This webinar will cover the following topics:

- ▶ Identifying your audience
- ▶ Getting clear on the purpose of the presentation
- ▶ Preparing your material
- ▶ Delivering with flair

▶ Answering challenging questions with confidence

By the end of this webinar you will be able to:

- ▶ Know how to structure your presentation for maximum impact
- ▶ Deliver to an interview panel with confidence and flair
- ▶ Use techniques to engage your audience



This webinar will train you for the most essential skills that you will need in order to establish your worth in the job marketplace and get the best possible package from your employer that matches the value you provide.

This webinar will cover the following topics:

- ▶ Knowing your worth
- ▶ Understanding what is and is not negotiable
- ▶ Making your case
- ▶ Achieving the best offer through negotiating techniques

By the end of this webinar you will be able to:

- ▶ Benchmark yourself against what's on the market
- ▶ Establish your B.A.T.N.A. (best alternative to a negotiated agreement)
- ▶ Negotiate effectively to obtain the most favourable outcome for both sides