

CV Workshop

connexions

LEICESTER SHIRE

Overview:

This course provides the necessary skills and knowledge for advisers to help clients build a CV.

Key areas:

- Types of CV
- Barriers that clients face when producing a CV
- Skills and techniques to support clients to produce a CV
- Sample CVs and how to improve them
- Resources available and when to use them



Who will benefit:

Any frontline IAG workers who support clients in preparing for interviews.

Min/Max nos: 8 – 16

Course fees: £50 per person

Duration: ½ day

For enquiries concerning dates of courses or further details please contact Jan Harvey on 0116 2516357 or e mail

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www.connexions-leics.org/staffroom