

CV Writing & Interview Skills

Sample Programme

09.00/ 13.30 **Introductions and Welcome**

Planning for job change and Career Transition

Finding and winning your new job

- Marketing yourself – your CV and supporting statement
- Successful Interviews
- Salary negotiation

Refreshment Break

Principal CV Formats

CV Killers – Top 10

Interviews

- **Top 10 interview questions**
- **Top 10 Competency Criteria for Senior People**
- **Dos and Don'ts**

Salary Negotiation

- Considerations

Q& A

Review of the day

12.00/16.30 **Close**