

## THE LEADERSHIP ACADEMY IS HOSTING A SERIES OF WORKSHOPS FOR UNEMPLOYED AND 'AT RISK' MANAGERS AND EXECUTIVES IN THE SOUTH EAST

### Topics covered include:

- CV writing, networking, job search strategy and interview technique.
- Finding, starting and succeeding in the right business for you.
- Increasing self belief and confidence, planning for the future and building resilience in turbulent times.

### To be eligible to take part you must be:

- Unemployed or 'at risk' of unemployment.
- Based within the South East.
- Have experience of, or currently be working at managerial level or above.

The Workshops are grouped into bundles and numbered 1 - 5. Each bundle consists of two, full day workshops held one week apart which focus on a different topic.

Please pick *one* bundle that you would like to attend and contact the Project Officer for the Leadership Academy, Bethany James at [b.d.james@surrey.ac.uk](mailto:b.d.james@surrey.ac.uk) or 01483 683495 to register.

### Bundle 1: "Creating a great CV, understanding how to deal with recruiters/agencies and succeeding at interview."

Dates: Workshop 1 - 22<sup>nd</sup> March and Workshop 2 - 29<sup>th</sup> March.

Location: University of Surrey campus (room details to be specified nearer the time).

Time: 9:00am – 5:00pm (lunch and refreshments provided).

#### Purpose of Workshop 1:

- Produce a high-quality, authentic and effective CV
- Gain insight into the world of recruiters/agencies - how they pigeonhole your CV, and how to deal with this.
- Produce a 1 page CV summary that will include a candidate profile and key skills, to further assist the recruiter.

#### Purpose of Workshop 2:

- Gain an insight into what employers are looking for in an ideal candidate when they interview (your new CV having got you through that door).
- Building on the experience, responsibilities, and achievements you identified for your CV.
- Prepare for an interview for a job you have actually applied for.
- Practice delivering answers to key questions

## **Bundle 2: Going solo - Is it for me? What it takes to be a Successful Consultant or Freelancer.**

Dates: Workshop 1 - 25<sup>th</sup> February and Workshop 2 - 4<sup>th</sup> March.

Location: University of Surrey campus (room details to be specified nearer the time).

Time: 9:00am – 5:00pm (lunch and refreshments provided).

### **Purpose of Workshop 1:**

- Enable you if you are considering setting up your own consultancy or becoming a freelancer to make the right choice.
- Get an overview of the main strategies that will contribute to your success.
- Explore practically what a successful business might look like to you.

### **Purpose of Workshop 2:**

- To enable you to develop some of the key traits that will determine your success in setting up your own business – clarity, resilience, self-value and confidence.
- To be able to explore and clarify your business offering.

## **Bundle 3: Increasing confidence and resilience; strengthening the core of your CV - your talents, strengths and interests.**

Dates: Workshop 1 - 10<sup>th</sup> March and Workshop 2 - 19<sup>th</sup> March.

Location: University of Surrey campus (room details to be specified nearer the time).

Time: 9:00am – 5:00pm (lunch and refreshments provided).

### **Purpose of Workshop 1:**

- Develop an awareness of the 'art of the possible' to encourage more generative, innovative and solutions focused approaches to developing self confidence and resilience.
- Draw from and capture the resources and synergies within the group to inform and drive future development of the individual journey by identifying next steps.
- Encourage collaboration and on-going Networking within and outside of the delegate group.

### **Purpose of Workshop 2:**

- Become clearer about the core of yourself and the core of your CV:
- What's important to you.
- What you can offer.
- Who you wish to become.
- What you are passionate about.
- Your top talents and strengths.
- Your ideal job.
- What gives you the most satisfaction.

**Bundle 4: "Starting The Right Business For You – exploring the practicalities of setting up, growing and maintaining a business and developing the ability to coach yourself and others.**

Dates: Workshop 1 - 9<sup>th</sup> March and Workshop 2 - 16<sup>th</sup> March.

Location: University of Surrey campus.

Time: 9:00am – 5:00pm (lunch and refreshments provided).

**Purpose of Workshop 1:**

- Support you in deciding what business is the right business for you.
- How to make certain it will serve your lifestyle needs.
- How to check it's commercial viability.
- How to start it, and how to grow it to it's optimum level for you.

**Purpose of Workshop 2:**

- Demonstrate how to use coaching skills to develop your ideas.
- Give you an opportunity to coach others.
- Show you how to develop a coaching philosophy in non-coaching situations.

**Bundle 5: Looking for a job? What's confidence got to do with it?**

Dates: Workshop 1 - 22<sup>nd</sup> February and Workshop 2 - 26<sup>th</sup> February.

Location: University of Surrey campus.

Time: 9:00am – 5:00pm (lunch and refreshments provided).

**Purpose of Workshop 1:**

- Managing change and keeping confidence.
- Preparing for perfect performance in practise and in practice!
- Exploring networking as part of your job search strategy.
- Talking about yourself and answering questions confidently.
- Creating the strategy that works for you.

**Purpose of Workshop 2:**

- Presenting noteworthy application forms:
- Saying what you mean.
- Understanding the power of the written word.
- Recognising what's important.
- Conveying confidence.
- Personal presentation – dressing appropriately, meeting and greeting, business etiquette, dealing with anxiety.
- Effective communication signals – body language, professional curiosity, being yourself, authenticity and emotional intelligence.

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