

Overview

Career Review

- Where are you now?
- Where do you want to be?
- Taking stock and updating your self image
- Assessing your skills sets and market worth
- Understanding the market place

Changing Industry, Job or Employer

- Managing the change successfully
- CVs, covering letters and supporting statements
- Networking, agencies, job ads and speculative approaches
- Negotiating, remuneration and closing the deal

Purpose

This program will enable you to:

- Undertake a thorough self assessment
- Learn how to identify your target market
- Discover new approaches to opportunities
- Sharpen up on your delivery skills
- Understand routes to gaining what you want
- (Re)positioning internally and externally
- Playing to your strengths
- Developing a personal strategy
- Optimising your relationships with staff, contractors and associates or affiliates
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Objectives

Day 1 - a.m.

- Generic and personal objectives for the day
- Introduction and review of psychometrics
- Self assessment and career review
- Goals and goal setting
- Practical and professional networking
- Managing agencies and head hunters

Day 1 - p.m.

- Tackling job ads and application forms
- Covering letters and supporting statements
- What employers look for at interview
- Assessment centres
- Websites and etools in support of job applications
- Feedback and action plans

Day 2

- Comprises a review of outputs from day 1 and assignments set during intervening week, current action plan and way forward

Program Director

Your program Director will be Vic Baxter, with one or two guest speakers/specialists

Vic draws on a highly relevant personal experience from his first business aged 11 growing and marketing sugar cane to taking an affiliate operation from £nil to £0.5million within 12 months; from running his own consultancy to launching another that did £490K in under a year - with 2 co-directors - part time. Careers in engineering, quality management, human resources and organisational development equipped Vic to consult immediately after leaving Shell in 1991. Currently holding 2 directorships, 2 non executive advisorships and founder/chairman status in an emerging enterprise, Vic's latest developments include Pentabay and eVentureCapitalist.com. Vic brings a wealth of leading edge knowledge and experience, tools and techniques, founded on best practice and enriched by a lively and entertaining mind that challenges many of the fetters that hold us back from doing more of what we want to do and less of what we have to do! He will also share his innovative and mould breaking thoughts on remuneration - "Vic's 27 ways to get paid".



Preparation

Essential - None

Desirable - email your CV to cps@businessworkout.com

Identify your 10 most recent significant achievements

Optional - completion of an 'Insights' Evaluator. Consider your 30 or so life goals.