

Career Discussion:

- What do you want to do?
- Psychometric Profiling
- The Individual as a Brand



Your Marketing Plan:

- Writing the CV
- Who's who in the Recruitment Market
- Target Employers
- Networking



Your Sales Plan:

- Practice Interview
 - Experience based
 - Competency based
- What to expect from an Assessment Centre

COACHING AND MENTORING

PROFESSIONAL SECRETARIAL SUPPORT (individuals only)