

# Developing People's CVs



## **Is part of your job to work with people who require a CV?**

If so, then our CV workshop is exactly what you need to help you provide the best possible service.

It's an arduous job knowing what should or shouldn't go into a CV, and if you're working with people who are long-term unemployed or with minimal work experience then it gets even more difficult.

Our half day CV workshop will help you have a much better understanding of how to prepare CVs to give people the best possible chance of getting an interview. It looks at how to avoid common mistakes and how to ensure the most relevant information is coherent and easy to find.

## **Content**

Our CV workshops include the following:

### **Understanding the purpose of a CV**

- Gathering the facts
- CV layouts and when to use them
- Supporting candidates in writing their career/personal profiles
- Making the most of key skills
- Highlighting career achievements
- Making the most of education and training

### **Who is this workshop for?**

Our CV workshops are aimed at anyone who needs a CV or who is working with people who need a CV. Typically, this will be people who are supporting unemployed clients or school leavers. Our CV workshops are also used by staff who are potentially facing severance.

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## What does Gary Bedingfield know about CVs?

As a former business manager and having been involved in employability training for over 15 years, he has developed tried and tested methods to ensure CVs get the maximum amount of exposure before potential employers. Our clients include Glasgow Clyde College, Jobs & Business Glasgow, and the councils of North Lanarkshire, Falkirk, Renfrewshire and West Dunbartonshire.

## Duration

Half day (typically 9:30am to 12:30pm or 1:00pm to 4:00pm)

## Location

Delivered at your premises

## Cost

1-to-1 from £95

Small groups (2 to 4) from £200

Large groups (5 to 20) from £350