

Topic	Job Search	Career Management	session hours / time	2 - 7 pax	10 - 80 pax	individual
Managing your career transition	o		3 hours	●	●	●
	o		full day	●	●	●
Impactful Cover Letter and Resumes	o		2 hours	●	●	●
Linkedin tips and tricks	o		2 hours	●	●	●
How to conduct an informational interview	o		2 hours	●	●	●
Interview training, tips, tricks	o		2-3 hours	●		●
Identifying your Transferable Skills	o		2 hours	●	●	●
Job Search for Seasoned Professionals	o		2 hours	●	●	●
Strength and style assessment	o	o	2 hours	●	●	●
Personal branding	o	o	2 hours	●	●	●
Career planning	o	o	3 hours	●	●	●
	o	o	full day	●	●	●
Getting your "head" right in the job search process	o	o	2 hours	●	●	●
Presentation skills and techniques		o	3 hours	●	●	●
"Upping your performance"		o	customised	●		●
Business skills for non business professionals		o	customised	●		●
How to do a business / marketing plan		o	customised	●		●
Managing / leading your team		o	customised	●		●
Job Matching Assessment	o	o	customised	●		●
Team Dynamics Assessment		o	customised	●		●