Enhance Your Employability

- Develop workplace skills
- Get ahead in your career
# TRAINING SESSIONS 2014-15

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Welcome to EYE Training 2014-15

Enhance Your Employability (EYE) training is a fantastic opportunity for University of Chester students to learn skills that have real, practical benefits for when the time comes to enter the world of work. It’s a programme of short workshops from which you can choose the ones that are particularly relevant to your own situation and ambitions. It’s professional, it’s fun and it’s free!

Take control of your future

Some training sessions, for example Interview Techniques and How to Get a Part-Time Job, are specifically designed to help you get the job that you want. Others, such as Presenting Skills, Communication for Business, Leadership and Developing a Team will help you to develop skills that employers are looking for – skills that will help set you apart from other graduates. The programme also includes sessions that will help you explore possible future careers such as Marketing, Law or Teaching.

New skills

Not only will you learn new skills, but you will be able to demonstrate to employers that you have an understanding of why these are vital in the workplace.

Be a student with a difference

Attending EYE training sessions can help you earn points towards the Chester Difference Award. Visit www.chester.ac.uk/careers for more details.

The Enhance Your Employability (EYE) team

- Ewen McKinnon
- Felicity Davies
- Ellen Richards
- Kelly Ryder
- Jack Mason
OUR TRAINING PROVIDERS

Anthony Parker, Academic Secretary, University of Chester
Anthony Parker has worked at the University of Chester since 1999 and currently holds the position of Academic Secretary. His areas of responsibility include internal audit, insurance and graduation as well undertaking the secretarial role for a number of the Committees of the University Council and also the Senate. Anthony has a BA (Hons) degree, an MBA and has been an Associate of the Chartered Institute of Secretaries since 2005.

Alice Elliott
Alice has been working in the sustainability sector for ten years, having graduated with a Masters in Environmental Technology from Imperial College, London. She has focused on food sustainability by driving delivery of the Mayor’s London Food Strategy, before moving on to work with the World Wide Fund for Nature. Alice is Head of Sustainability at the University of Chester and you will often spot her riding her bike around the city.

Diane Earles DipM MCIM, Chartered Institute of Marketing
Diane joined The Chartered Institute of Marketing (CIM) in March 2005. Prior to that, she was a Senior Account Manager in a Preston marketing agency specialising in event management and working with a wide variety of clients. As Network Manager for CIM, Diane is responsible for the members and activities undertaken in the North West, Isle of Man, Yorkshire and North East of England and also heads up two sector specific areas for members in Retail and Technology.

Enhance Your Employability Team, University of Chester
The Enhance Your Employability (EYE) team provides a range of services, including the EYE training programme, providing practical tools to assist student and graduate employability development. Bringing experience from recruitment and a wide range of professional backgrounds, members of the EYE team deliver on a number of this year’s sessions.

Human Resource Management Service, University of Chester
The University’s Human Resources Management Services (HRMS) professional training team provides training and expertise across a range of work place topics. HRMS provides training for senior leadership, management and staff within the University and for external clients. Every member of the training team is qualified to the ILM Train the Trainer standard.

BPP Law School
BPP Law School prides itself on being at the cutting edge of professional legal education, and continuously looks for ways to enhance their offering and their students’ learning experience, all aimed at building strong CVs and successful futures.

Jeremy Bassett, Managing Director, Corve Consultancy Limited
Jeremy holds a post graduate diploma in marketing, is a Chartered Marketer, and is a Fellow of the Chartered Institute of Marketing. His company delivers strategic business and marketing consultancy, which means he investigates, analyses, diagnoses, re-orders and implements the strategic options of his clients’ businesses.

Shai Vure, Digital Marketing Officer, University of Chester
Since 2007, Shai has been involved in the introduction of tools and processes such as Email marketing, CRM, social media, PPC advertising, analytics and electronic ticketing and surveying. The last five years have been a particularly exciting period of growth for the University, and these tools have helped us to manage the ever increasing amount of customer data, whilst creating a more personalised experience for applicants.

Paul Roberts, Pharmamatrix
Paul has been managing projects for over 20 years, providing project management expertise, education and resources to a variety of clients. He has acted as a consultant to major international companies as well as public sector bodies in the UK, helping them embed the principles of project management in their organisations.

The IT Training and Development Unit, University of Chester
The IT Training and Development unit are a team who have a breadth of expertise in IT across a range of areas and applications. They are primarily responsible for delivering training to staff and students across the University in any relevant applications software and administering the European Computer Driving Licence (ECDL) for Staff and Students, ECDL Advanced for Staff and Students and Microsoft Office Specialist (MOS) for Staff and Students.

Career Consultants, University of Chester
As a graduate you will need to stand out from the crowd and be proactive in your job search and the way you approach employers. Effective job seeking strategies and networking skills will be essential, combined with one-to-one career guidance and coaching, all helping you with the career planning that is needed in this competitive market. Career Consultants can work with you in a workshop or on an individual basis to empower you to make decisions and gain the confidence needed to step forward in your career as you prepare to leave University and make your transition into the world of work.

Robyn Robertson, Robertson Fox Ltd
With more than 20 years’ experience working with aspirational organisations, Robyn delivers effective coaching solutions which enable individuals to achieve bottom line results for their organisation. Robyn Specialises in coaching inspirational Leadership, Motivation to Action, Prioritisation, Building Resilience, Communication, and advanced problem solving among others. Robyn brings a great deal of energy and enthusiasm to her work and creates a safe environment so participants feel able to interact openly.
To make it easy to find the training sessions you want, details of the sessions have been arranged into three sections.

**Getting a Job – pages 4 to 10**
Job hunting is a skill in itself. To be successful in applying for a job, you don’t just need to have the skills required for the role, you also have to know how to demonstrate your abilities to the employer. These training sessions are all about providing you with the skills you need to get the job you want.

- Assessment Centres
- Covering Letters and CVs
- Finding Part-Time Work as an International Student
- How to get a Part-Time Job
- Interview Skills for Graduate Roles
- Interview Techniques
- Job Seeking Skills
- LinkedIn
- Making the Most of Careers Fairs
- Networking for that Graduate Job
- Tackling Difficult Application Form Questions and Personal Statements
- UniJob Applications

**The Skills Employers Want - pages 11 to 19**
Whatever your degree discipline or career path, there are certain skills that employers are looking for. These are the skills that will enable you to do your job better. Gaining an understanding of these skills can really help set you apart from the competition and demonstrate your potential to prospective employers.

- Effective Communication
- Confidence for Success
- Customer Service Skills
- Managing Change
- Diversity Essentials
- Introduction to Databases
- Introduction to Marketing
- Introduction to Spreadsheets
- Inspirational Leadership
- Influencing Skills
- Office Admin Skills
- Presenting Skills
- Project Management
- Social Media Marketing
- Stress Management
- Sustainable Business
- Team Working

**Your Future – pages 20 to 25**
This is your chance to find out more about different career options. Whether you already have an idea of what you want to do, or whether you want to explore a variety of possibilities, these training sessions will help you to plan your next steps.

- Chartered Institute of Marketing
- Commercial Awareness for the Legal Sector
- Graduate Training Schemes & Careers Fairs
- Organising your own Work Shadowing Visit
- Postgraduate Study
- Supporting Self-Employment and Budding Entrepreneurs
- Teaching as a Career

Details of sessions may change. Please check our website or register to receive email updates.
Assessment Centres

Wednesday 25th February 2015
1:30 – 3:30pm (Chester)

What are Assessment Centres all about? Find out how they are used by employers within the selection process for Graduate Training Schemes. Know what to expect and the range of activities involved.

By the end of the session you will be able to:

- Understand the purpose of an Assessment Centre and how to prepare
- Appreciate what the employer is trying to find out about their candidates
- Try out sample activities

Delivered by a Career Consultant, Careers and Employability, and Baker Tilly UK Audit LLP

Covering Letters and CVs

Tuesday 25th November 2014
5:30 – 6:30pm (Chester)

Thursday 26th February 2015
1:00 – 2:00pm (Chester)

Tuesday 3rd March 2015
5:30 – 6:30pm (Chester)

Covering letters, CVs, letters of application, and profiles – what do these terms actually mean? Learn to understand the differences and make sure that you use them appropriately.

Bring your current CV with you for review.

By the end of the session you will be able to:

- Know when to use a covering letter or a letter of application
- Write a personal profile for your CV
- Create a CV with impact

Delivered by a Career Consultant, Careers and Employability
Finding Part-Time Work as an International Student

Tuesday 24th February 2015
1:00-3:00pm (Chester)

Increase your chances of success! This interactive session will show you how to:

- Find out about types of work available and how to search for vacancies
- Create an effective CV (resume) for the UK
- Get help from Careers and Employability with finding part-time work

Delivered by Helen Mitchell, Deputy Director, Careers and Employability, and Kelsey Norkett, International Welfare Officer
How to get a Part-Time Job

Thursday 16th October 2014
1:00-3:00pm (Chester)

Tuesday 10th February 2015
5:30-6:30pm (Chester)

This workshop will give you some top tips on how to look for and find part-time work. Find out how to sell your skills in a way that will make an employer want to meet you.

By the end of the session, you will be able to:

- Identify the skills you have gained from previous jobs and other experiences
- Look at a job description or person specification and identify the key things an employer is looking for
- Use the right language to really grab an employer’s attention.

Delivered by a Career Consultant, Careers and Employability

Interview Skills for Graduate Roles

Thursday 12th March 2015
1:00 – 2:00pm (Chester)

A dry throat, raised heartbeat, sweaty hands – sound familiar? Learn to manage your nerves and approach interviews calmly by developing strategies to help you answer difficult questions. Know how to prepare and practise your interview technique.

By the end of the session you will be able to:

- Plan and prepare for your interview
- Create your own answers to interview questions
- Promote your strengths and achievements
- Speak professionally and more confidently at interviews

Delivered by a Career Consultant, Careers and Employability

“Fantastic content, easily understandable, explains a lot for interviewing and walk-in skills… It was another great seminar and Lisa was really helpful.”
Interview Techniques

Wednesday 22nd October 2014
12:20 - 2:30pm (Warrington)

Wednesday 29th October 2014
12:30 - 2:30pm (Chester)

Tuesday 3rd February 2015
12:30 - 2:30pm (Chester)

Tuesday 3rd March 2015
12:30 - 2:30pm (Chester)

It’s easy to feel nervous about going for an interview; everybody does. This session explores how to deal with difficult questions and presentation techniques.

By the end of the session, you will be able to:

- Know how to present and conduct yourself
- Handle difficult or challenging questions
- Manage your nerves and articulate your responses
- Have the confidence to undertake an interview successfully.

Delivered by a Career Consultant, Careers and Employability

Job Seeking Skills

Thursday 29th Jan 2015
1:00 - 2:00pm (Chester)

Be creative when looking for jobs and opportunities. See the world from the employer’s perspective and make sure you have the skills and experiences they are looking for.

By the end of the session you will be able to:

- Realise how to create your own opportunities and tap into the hidden job market
- Know what employers are looking for and what they will expect from you

Delivered by a Career Consultant, Careers and Employability

“Very informative, all my questions have been answered.”
LinkedIn

Thursday 23rd October 2014
12:00 - 2:00pm (Chester)

Wednesday 18th March 2015
12:00 - 2:00pm (Chester)

Find out how to use LinkedIn® professional networking services, including how to set up a profile and what information to include. This is a useful website that can help you power your career or gain advice from professionals in your industry.

By the end of the session, you will be able to:

- Create an account and profile
- Add contacts to your profile
- Communicate effectively with other professionals.

Delivered by a Career Consultant, Careers and Employability

Making the Most of Careers Fairs

Date to be confirmed (Chester)
Further details can be found at www.chester.ac.uk/careers

What are careers/recruitment fairs? How can they help? Who will be there? Find out how you can use careers fairs to meet employers, research graduate opportunities and make a good impression.

By the end of the session you will be able to:

- Know how to prepare for a careers fair
- Engage confidently with employers whilst you are there
- Use careers fairs to help you with career planning

Delivered by a Career Consultant, Careers and Employability

“Detailed and very informative”
Networking for that Graduate Job

Thursday 22nd January 2015
1:00 - 2:00pm (Chester)

What is networking? Who do you know or need to know? Learn to identify who can help you to become your own PR expert.

By the end of the session you will be able to:

- Create your own network; know who you would like to include
- Be aware of ways to expand your network and develop your personal brand

Delivered by a Career Consultant, Careers and Employability

Tackling Difficult Application Form Questions and Personal Statements

Thursday 12th February 2015
1:00-2:00pm (Chester)

How do employers select their graduates? Learn to acknowledge and sell the skills and experiences you have in a way that will be relevant to recruiters. Acquire application form techniques and apply them to sample questions.

By the end of the session you will be able to:

- Recognise your skills and competencies
- Use clear methods and strategies to demonstrate these skills and answer questions effectively
- Practise answering sample employer questions
- Know how to tailor your personal statement for each application form

Delivered by a Career Consultant, Careers and Employability
What the students say

Bianca Salazar

Transferable skills and confidence
I have significantly increased my confidence through EYE training, it has helped me to make decisions and tackle barriers in both academic and professional areas. Some of the transferable skills I have learned, which I can apply in any kind of job, are presenting skills, leadership, managing time effectively and effective communication, as well as specific skills for interviews and writing CVs and cover letters.

Prepared for the future
EYE training taught me that it is crucial to be prepared for every situation. I can identify my professional skills and am currently well aware of my potential role in an organisation. I enjoyed every training session, but one of my favourites was “Project Management” – I learned a method of organising projects and how they relate to business.

“I feel much more confident in applying for jobs based on what I’ve learnt.”

UniJob Applications
Wednesday 15th October 2014
12:00-2:00pm (Chester and Warrington)

This session will be particularly useful for those wanting to secure a place on the competitive UniJob recruitment bank. Last year, there were around 450 applications for 93 places. Once selected, students then compete with other bank members for campus jobs. Maximise your chances of success by understanding the process.

By the end of the session you will be able to:

- Identify and evidence the skills and competencies you have developed
- Look at a job description or person specification and be able to recognise the key elements an employer is looking for
- Deploy the correct use of language and style for a written application.

Delivered by the EYE team,
Careers and Employability
Effective Communication

Tuesday 24 March 2015, 1.00 – 3.00pm (Chester)

By developing critical communications skills, individuals, within organisations and in their non-business roles, can learn to communicate effectively with different audiences. Effective communication helps to deliver good performance and the right outcome, avoiding all the potential pitfalls along the way! This interactive session is about dialogue not monologue, so be prepared for lots of audience participation!

By the end of this session we will have addressed:

- Barriers to communication
- Characteristics of good communicators
- The importance of listening
- Business communication – formal vs. informal
- 24 hour media
- International communications

Delivered by Jeremy Bassett, Corve Consultancy

Confidence for Success

Wednesday 25th February 2015 1:00 - 4:00pm (Chester)

Do you ever look at supremely confident, assertive people and wish that you could be like them? Well, the good news is that you can become more confident and assertive: you already have the resources within you that you need to make it happen! In this workshop you will build your own personal toolbox of confidence-building tips and techniques, and apply them to your own specific circumstances.

By the end of the session, you will be able to:

- Communicate in a positive manner
- Identify areas of your work life where you need more self-belief
- Explore limiting beliefs and destroy inner critics
- Overcome negative thinking.

Delivered by Helen Smith, Pharmamatrix
In today’s challenging business environment, excellent customer / client care is essential but so many people get it wrong!

Do we need to care about our customers or clients? Do you listen to what they have to say about their needs and expectations from your products or services? Without loyal customers who will spread the word to others about your business, how can you expect to survive?

Develop a strong customer focus, invest time and effort in satisfying them every time.

By the end of the session, you will understand:

- How to put your customer first
- How excellent customer service and focus bring success
- The importance of customer focus – what happens when we don’t deliver?

Delivered by Helen Smith, Pharmamatrix

Team Working

Tuesday 20th January 2015
12:00 - 2:00pm (Chester)

Have you got a clear understanding of the roles and responsibilities of individual team members? This interactive session aims to raise awareness of the benefits of effective team working and to develop team working approaches.

By the end of the session, you will be able to:

- Understand how your particular skills can uniquely contribute to your team
- Understand how others with very different skills contribute to the team
- Diffuse differences which may arise in a team environment
- Utilise the various skills of team members to achieve the team goals.

Delivered by Gemma Edwards, Human Resources Professional and the EYE team, Careers and Employability
Diversity Essentials

Wednesday 11th March 2015
2:00 - 4:00pm (Chester)

In a diverse and open society, it’s easy to worry about saying the wrong thing. This session will help you differentiate between the myths around diversity matters and genuine areas that you should be aware of. It will enable you to begin your career feeling confident that you are aware of all the key issues and are able to treat everyone with respect.

By the end of the session, you will be able to:

- Define the key concepts relating to diversity
- Identify your responsibilities in relation to each of the protected characteristics.

Delivered by Kathryn Leighton, Human Resources Professional

“Influencing Skills

Tuesday 10th March 2015
1:00 - 3:00pm (Chester)

This session will cover how those without formal management responsibility can encourage their team to operate through strong influencing and persuading skills.

By the end of the session, you will be able to:

- Identify a range of influencing styles which can be used to influence members of your team.

Delivered by Julie Mulliner, Human Resources Professional
Introduction to Databases

Thursday 19th March 2015
12:00 - 2:00pm (Chester)

This session will provide you with the skills and knowledge needed to use Microsoft Access confidently and effectively. Even if you have no experience of databases, Access lets you easily create user-friendly databases for storing records such as addresses, product data and business transactions.

By the end of the session, you will be able to:

● Set up tables and relationships
● Create and run queries to generate lists and reports
● Create and modify forms for data
● Create and modify reports to print off data
● Export information from Access into Excel and Word.

Delivered by The IT Training and Development Unit, University of Chester

Introduction to Marketing

Wednesday 4th February 2015
1:00 - 4:00pm (Chester)

This session will introduce you to basic marketing principles and highlight the pivotal role of an effective and efficient marketing function in any organisation - private sector, public sector or third sector. Every business needs to understand who their potential customers are, what they need and, more importantly, how to satisfy those needs in a sustainable and ‘profitable’ fashion. All this is the primary responsibility of marketing.

By the end of this interactive session, where we will discuss well-known brands to exemplify the learning, you will understand:

● The role of marketing in all organisations
● Basic marketing concepts
● Why marketing doesn’t work in so many organisations
● The difference between strategic marketing and tactical marketing
● The tools to understand internal and external customer needs
● The factors that influence marketing decision making

Delivered by Jeremy Bassett, Corve Consultancy
Introduction to Spreadsheets

Tuesday 2nd December 2014
12:00 - 2:00pm (Chester)

This session is based around the ECDL and will provide you with the basic skills and knowledge in order to use Microsoft Excel confidently and effectively.

By the end of this session, you will be able to:

- Work with new and existing worksheets
- Enter formulas and functions
- Create and edit charts
- Prepare worksheets for print

Delivered by The IT Training and Development Unit, University of Chester

Inspirational Leadership

Wednesday 3rd December 2014
1:00 - 4:00pm (Chester)

Managing your own academic workload is one thing, but proving that you can lead a team to work on a project is something that will really make employers sit up and take notice.

By the end of the session, you will be able to:

- Explore different styles of leadership and their practical application
- Reflect upon your potential leadership style
- Develop a transferable personal action plan.

Delivered by Robyn Robertson, Robertson Fox Ltd
Office Admin Skills

Tuesday 27th January 2015
12:00 - 2:00pm (Chester)

Whether you are temping or on an internship, working part time or entering a graduate role, a working understanding of basic office skills will help ensure you are doing more than making the coffee. This interactive session provides practical insights including an introduction to mail merge and how to organise minutes, meetings and agendas.

By the end of the session, you will be able to:

- List the skills that are needed to work in an office-based role
- Use mail merge to customise letters
- Demonstrate to employers that you are “work-ready” and have been proactive in gaining skills
- Understand how to organise effective meetings and record accurate minutes

Delivered by Anthony Parker, Academic Secretary, and the EYE team, Careers & Employability.

Managing Change

Wednesday 28th January 2015
1:00 - 4:00pm (Chester)

Change management is an important factor for many organisations. This session will help you to think creatively about how to manage change within a team or organisation.

By the end of the session, you will be able to:

- Identify the types of change that occur in any organisation
- Appreciate the range of issues and complexities involved in change management
- Create strategies for overcoming resistance to change
- Use a series of tools and techniques to analyse, introduce and monitor change

Delivered by Careers and Employability.
Presenting Skills

Tuesday 23rd November 2014
12:00 - 4:00pm (Chester)

Wherever you are, whatever you do, you will probably have to do a presentation of some kind. This session will cover how to prepare for a presentation, the structure, dealing with nerves, body language and the all-important audience management.

Please note the second half of this session is a practical session – you can attend the full session or just the first two hours if you prefer.

By the end of the session, you will be able to:

- Plan, prepare and deliver an effective presentation.

Delivered by Gemma Edwards, Human Resources Professional

What the students say

“Very enjoyable, easy to listen to, good interaction.”

Oliver Jones

Perspective

I’m in my second year, studying Creative Writing and English, with the aim of training to become an English Teacher. EYE training sessions helped me view things from a broader perspective within a professional setting. I feel more focused in terms of how to present myself for future jobs, meetings and interviews.

Recommending EYE training

I would recommend EYE training because the sessions help you see the full potential of your employability. Regardless of how much experience you have, EYE training broadens your personal skills that will help you to do yourself justice in future endeavours.
Project Management

Wednesday 26th November 2014
1:00 - 5:00pm (Chester)

Wednesday 4th March 2015
1:00 - 5:00pm (Chester)

Projects may go very well or very badly. The difference has much to do with how the project is managed. Effective project management seeks to tackle and overcome the challenges we face by applying tried and tested principles and techniques.

By the end of the session, you will be able to:

- Develop a plan which meets the expectations of the stakeholders
- Identify risks and issues and control management
- Identify and organise the people needed to form the project’s management team.

Delivered by Paul Roberts, Project Management Professional, Pharmamatrix

Social Media Marketing

Thursday 4th December 2014
1:00 - 3:00pm (Chester)

Social Media is a part of everyday life and many organisations have quickly realised its potential for connecting and conversing with customers, clients and the media. Graduates will often be tasked with developing or maintaining a company’s social media presence, as there is an assumed knowledge of how these tools work. This session aims to build on skills you already have to translate social networking for leisure into building business networks.

By the end of this session, you will be able to:

- Develop a strategy/framework for utilising social media in business
- Learn techniques for monitoring what is said about a business
- Learn how to create engagement with customers and other stakeholders
- Understand how to measure the impact of your communications using analytics

Delivered by Shai Vure, Digital Marketing Officer, University of Chester.

“EYE is such a good idea - wish I had attended since my first year!”
Stress Management

Wednesday 25th March 2015
12:00 - 2:00pm (Chester)

How can some people adapt to life-changing circumstances and challenging situations and some cannot? Normal changes in our lives, unexpected events and developments in the world around us require resilience not only to survive but to strive! This session will provide you with a range of strategies to help you develop and achieve your ‘Personal resilience plan’.

By the end of the session, you will be able to:

- ‘Think smart’ in understanding what stress is, how it affects you and what triggers it
- ‘Work smart’ in managing your workload
- Use valuable hints and tips on how to maintain your resilience
- Build your own resilience plan.

Delivered by Karen Cregan, Human Resources Professional, University of Chester

Sustainable Business

Wednesday 19th November 2014
12:00-2:00pm (Chester)

Sustainability issues are relevant to organisations of all sizes and in all sectors. Increasingly, organisations are demanding sustainability skills from their employees. Graduates who can demonstrate that sustainability is about transforming the business, and can influence and inspire change, will be well placed when applying for graduate roles.

By the end of the session, you will be able to:

- Talk about global issues relating to sustainability
- Describe the benefits of sustainability improvements to an organisation
- Learn three ways you could help drive change for your employer

Delivered by Alice Elliott, Head of Sustainability, University of Chester

“Outstanding!!”
A FREE programme for University of Chester graduates who are yet to find employment or who are not fulfilling their career ambitions.

Want to find out more about a career in Marketing? Come along and hear all about it from an expert.

By the end of the session, you will be able to:

- Understand what a career in Marketing involves
- Be aware of the types of job opportunity that exist.

Delivered by Diane Earles, Network Manager, Chartered Institute of Marketing

For more information and to apply, please contact us on:

T: 01244 513066
E: careers@chester.ac.uk
W: www.chester.ac.uk/careers/graduate-head-start
Commercial Awareness for the Legal Sector

Wednesday 10th December 2014
1:00 - 3:00pm (Chester)

Commercial awareness is a much talked about and sought after skill within the legal sector. All firms and chambers will expect applicants for training contracts and pupillage to be able to demonstrate they understand the business environment. This session will be of interest to any student considering pursuing a legal career and students who attend both workshop one (on campus) and workshop two (at BPP Law School) will receive a Certificate of Commercial Awareness from BPP.

By the end of the session, you will be able to:

- Understand the commercial issues organisations face
- Find out the role and purpose of your employer
- Learn more about organisational culture.

Delivered by BPP Law School

Graduate Training Schemes & Careers Fairs

Monday 13th October 2014
1:00 - 2:00pm (Chester)

Are you interested in applying for a Graduate Training Scheme but not sure what to do next? What are careers/recruitment fairs? How can they help? This session will answer some of your questions.

By the end of the session you will be able to:

- Understand if a Graduate Training Scheme is right for you and your career plans
- Learn how and when to apply
- Know how to prepare for a careers fair
- Engage confidently with employers whilst you are there
- Use careers fairs to help with career planning

Delivered by a Career Consultant, Careers and Employability

This session is part of the Developing Your Graduate Career (DYGC) programme

“Clear, organised and full of useful information.”
Organising your own Work Shadowing Visit

Tuesday 18th November 2014
5:30 - 6:30pm (Chester)

Ever wanted to visit a particular professional to learn more about what they do? Want to find out if a particular career is right for you? Then shadowing an employer for a short period of time could be the answer. This session will teach you the best methods to contact employers directly, build your network connections and secure work shadowing visits on your own.

By the end of the session, you will be able to:

- Contact employers with confidence
- Understand the best methods of contact
- Explain your need for a visit and handle common objections.

Delivered by the EYE team,
Careers and Employability
Sarah Baylis

Putting it into Practice

I can envisage applying project management skills not only to work situations, but also to my studies and voluntary activities, increasing the likelihood of me achieving my aims. My organisational skills have also received a big boost as a result of this session.

Benefits

One of the specific benefits I anticipate gaining thanks to the workshop is that I can begin to ‘speak the same language’ as large corporate clients.

‘Real World’ Skills

These sessions offer ‘real world’ skills, led by highly skilled individuals … and they’re FREE! You’d be daft not to!
Supporting Self-Employment and Budding Entrepreneurs

Thursday 5th March 2015
1:00 - 2:00pm (Chester)

Have you thought about becoming self-employed and setting up your own business? This session will explore your ideas and point you in the right direction for the support you need.

By the end of the session you will:

- Know how to explore and generate business ideas
- Understand the processes you will go through to put a business plan together

Delivered by a Career Consultant, Careers and Employability
Teaching as a Career

Wednesday 22nd October 2014 1:00 - 3:00pm (Chester & Kingsway)

Wednesday 11th February 2015 1:00 - 3:00pm (Chester & Kingsway)

Have you thought about becoming a teacher? Do you want to teach in primary or secondary schools, higher education or further education? This session will explore the different roles and entry routes and give you the opportunity to discuss your ideas.

At this session you will be able to:

- Find out about the variety of ways to train to become a teacher in different sectors
- Learn what experience you need and what makes a good application
- Start to develop your personal statement for a teaching application

Delivered by a Career Consultant, Careers and Employability

ECDL

COMPUTER SKILLS TRAINING

The ECDL is an internationally recognised qualification which will allow you to develop skills in using computers and demonstrate your competence in the use of IT. It is the fastest growing computer qualification in over one hundred countries. ECDL has been designed to allow users to develop their skills and to enhance their career prospects with a well-recognised, benchmark IT qualification.

Basic ECDL is free to University of Chester Students.

Email ittrtraining@chester.ac.uk for further information about how the courses are delivered and how to book.
“People don’t expect this kind of training to be available at University, it’s part of what makes Chester special.”