

learning
equals
development

EQV Course Outline



■ Writing your CV (Ref BS-PD-CV)

■ 1 Day

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Writing your CV (Ref BS-PD-CV) (1 Day)

Business Benefit

Sometimes essential re-structuring results in losing staff and most organisations wish to afford those staff every assistance they can in gaining alternative employment. This course addresses the issue of CV writing and gives delegates some top tips in putting together a CV that will open doors for them. The course also looks at the skill of reading and interpreting CVs.

Who Should Attend?

Anyone who needs to create a CV or whose job entails them reading and interpreting other peoples CVs.

Learning Objectives

By the end of this course you will be able to...

- Describe the contents of a dynamic CV.
- Demonstrate the skill of writing positive statements.
- Create a CV using Microsoft Word.

Course Content

- Content, length and presentation of a CV.
- How best to describe education, work experience, interests and activities, etc.
- Making positive statements.
- Dealing with 'gaps' and 'job durations'.
- Creating a CV with MS Word.

You may also be interested in

Reading and Written Communication
Business Letter Writing

Dates: 16 Jan • 19 Feb • 23 Mar • 17 Apr • 15 May
19 Jun • 20 Jul • 20 Aug • 17 Sep • 16 Oct
20 Nov • 17 Dec

Price: **£395**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

What Delegates Say about this course

"Very good. Highly recommended."

"A great course for when we had to cope with supporting staff through redundancies"

"My CV will be fantastic after taking this course"

