



## Career Transition Workshop

**Date:**

**Course Duration:**  
1 - day (0930-1600)

**Venue:**  
This course is for delivery on an in-house basis. Content described below:

**Description:**  
This 1-day programme supports participants approaching a transition phase in their career. They will learn how to approach change positively and gain helpful guidance in preparing themselves for future career opportunities.

- Content:**
- Dealing with change
  - Identifying key competencies
  - Identifying skills strengths, transferable and functional skills
  - Relating skills to different job opportunities/markets
  - Getting into the jobs market
  - Promoting yourself - effective CVs, application forms, social media opportunities
  - Interview preparation - the interview and dealing with difficult questions
  - Signposting for those considering starting up their own business

### TRAINING DETAILS

**Course Administrator:**  
training@swcouncils.gov.uk or  
call 01823 270101

- Related Courses:**
- [Job Evaluation - GLPC Scheme](#)
  - [Job Evaluation - NJC Scheme](#)
  - [Mediation & Conflict Resolution in the Workplace \(ILM Endorsed\)](#)
  - [Mediation for Line Managers](#)
  - [HR Practitioner \(ILM Endorsed\)](#)
  - [Successful Recruitment](#)
  - [Pre-Employment Checks](#)
  - [Giving Appraisals](#)
  - [Planning for a Positive Retirement](#)
  - [Career Transition Workshop](#)

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*"The course ticked the boxes and was well presented and enjoyable"*

*"The practical examples were useful to tie the theory together"*

*"This was an excellent course and the tutor really knew his stuff and took time and effort to answer any questions that I had"*

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Member Organisations: from £775 plus expenses  
Non-Member Organisations: from £845 plus expenses  
(All prices subject to VAT)

