

Psychometric testing practice session (2 hour workshop)

Psychometric tests are an integral part of many recruitment processes but how do they work and how do you tackle them? This test session will prepare you for the format of the tests and allow you to find out your potential strengths and weaknesses.

Assessment centre workshop (2 hour workshop)

Many employers are increasingly using assessment centres in their recruitment process. If you have been invited to an assessment day or want to know what it would be like then come along to our workshop and find out what is actually involved. We promise flashes of insight to help you make an impact.

NB. This workshop can only run if there are at least six participants so may be cancelled if there are insufficient bookings

Preparing for the workplace (Half day set of workshops)

This set of workshops introduces students to key personal and professional skills which are required in the world of work, such as **customer care, meeting skills and business communication** skills. Practical and interactive sessions will help you identify your own strengths and aptitudes, drawing from your life and work experience to date. This session will ensure you have appropriate understanding and adequate grasp of these skills to conduct yourself professionally in the workplace, whether it is prior to starting a work placement or your first graduate job.

...

Other Options

Thinking about Postgraduate Study

(1 hour workshop)

This workshop will give you a good insight into the different types of postgraduate study available to you and will also help identify the main sources of funding currently offered. The session also covers reasons for doing postgraduate study, the different qualification types on offer, the academic requirements and possible future career opportunities.

...

Preparing to apply for a PGCE

(1 hour workshop)

Competition for places on PGCE courses is high. As such, applying for a PGCE requires a lot of forward planning which you need to start before you reach the final year of your degree course. This workshop will help you understand what you need to think about in order to put in a strong application, and will also cover where you can go for appropriate work experience to support your application.

...

Working for yourself

Is self employment for me?
(2 hour workshop)

Working for yourself can be fun and rewarding. But self-employment isn't for everyone; this workshop explores the key areas of self-employment and can help you decide whether it is suited to you.

Developing my business idea
(2 hour workshop)

How do you start a business plan? What do you need to put in it? How does a business plan help to assess the viability of a business idea? Whether you are planning to set up a business while you are studying, once you graduate or perhaps you want to develop business planning skills as part of your studies - this session will provide practical tips to start the process.

Postgraduate Workshops

The GDC also runs workshops for postgraduate and contract researchers, as well offering the WoW Skills certificate, which is as relevant to postgraduates as it is to undergraduates. To find out more or book yourself a place, go to <http://gdc.ljmu.ac.uk/events>

CVs for research students
(1 hour workshop)

This interactive session designed specifically for research students will help you understand how to write a winning CV. So whether you are an engineer or historian, hoping to work in academia or industry, come along to find out how to create and adapt a CV that sells your skills and experience effectively.

Options with a PhD
(1 hour workshop)

Destinations of PhD graduates are varied, and differ according to subject area. Completion of a PhD will not necessarily mean that the next logical step is a career in research or academia. This workshop will give a brief overview of destinations of PhD graduates by sector, and highlight the importance of identifying the transferable skills that you will have gained through the course of your research, and thinking how to articulate these skills when you start applying for jobs in your chosen field.

Postgraduate Employability Programme (PEP)
(2 day programme)

This two day employability programme (over two weeks) is aimed specifically at preparing postgraduate researchers and early career researchers for the world of work. This highly focused programme covers a range of topics including identifying appropriate career options, selling your skills and experience effectively on paper, exploring career alternatives for researchers, networking and presenting at conferences.

Some important things to note!

- **When you book yourself on to an event, you are using up one of the limited places available. Please make every effort to attend.**
- **If you are not able to attend, you must give us at least 48 hours notice. Students who repeatedly fail to attend booked sessions, without an explanation, may be excluded from future events.**
- **Please arrive promptly for the start of the workshop – late arrivals may not be admitted!**
- **We will endeavour to run all workshops as advertised but we reserve the right to cancel if bookings are too low to be viable.**

And there's more...

Extra workshops and events are run throughout the semester, with new workshops being developed all the time, such as:

'WoW in conversation with...', a series of talks with leading employers from a wide range of sectors

'Getting into...' workshops focusing, currently but not exclusively, on careers in teaching, law, business information, medicine and social work, with careers advisers on hand afterwards for professional consultation.

For the latest details, check out the GDC's Events system (<http://gdc.ljmu.ac.uk/events>).

To find out more about **LJMU's WoW Skills Certificate** plus our range of free careers and employability workshops, go to the Graduate Development Centre's Events system: <http://gdc.ljmu.ac.uk/events>

Graduate Development Centre, 1st Floor, Kingsway House, 24 Hatton Garden, Liverpool L3 2AJ

t: **0151 231 8099** w: www.ljmu.ac.uk/wow e: gdc@ljmu.ac.uk



WoW[®], Careers and Employability Workshops

at the Graduate Development Centre





From LJMU's globally unique and employer-endorsed **World of Work** skills certificate to our free "Ready for Work" careers and employability workshops, **LJMU offers you all the support you'll need to succeed professionally after you graduate.** Remember, it's **never too early** – or too late – **to start planning your career** so what are you waiting for, contact the **Graduate Development Centre (GDC)** for more details today.

This brochure gives you an overview of the workshops running at the GDC. To find out more or to book yourself a place, go to <http://gdc.ljmu.ac.uk/events>



WoW® Workshops

The World of Work Skills Certificate

As an LJMU student you have the opportunity to take part in the University's globally unique employability initiative which is actively endorsed by leading companies, such as Airbus, CBI, Ford Europe, GKN Aerospace, Marks and Spencer, NHS Oracle, Siemens and Sony as well as public sector and smaller employers in the region. No other university, either in the UK or internationally, offers students the chance to develop these 'World of Work' or WoW skills or have an interview to verify their skills with an employer from their chosen sector. So whatever your career plans, can you really afford not to sign up?

Join today by visiting www.ljmu.ac.uk/wow and clicking 'Sign up for WoW'

Getting Started with WoW®

Developing your Self Awareness
(Set of workshops from 9.30am to 1.00pm)

The essential start to your WoW journey, this morning of workshops aims to give you everything you need to develop your Self Awareness skills and complete the WoW Bronze stage of the WoW Skills Certificate process, combining the Self Awareness and How to Write a WoW Statement workshops (see below for details). If you are serious about your future, this will get you started in the right direction and on your way to achieving a WoW Skills Certificate.

How to Write a WoW® Statement

(Half hour workshop)

This short workshop, usually delivered before or after the other WoW Skills workshops, provides guidance on planning and writing a WoW statement and what the verifiers will be looking for when reviewing them.

Self Awareness

Understanding and knowing yourself to plan your future
(2 hour workshop)

Choosing a career is one of the most important decisions you'll make and self awareness is crucial to all stages of the career planning process. By understanding your own strengths and weaknesses, values, personality and motivation you will be much better equipped to match yourself to the career opportunities available to you. This session offers you

the opportunity to participate in a range of activities designed to further your personal self analysis and to plan the next steps towards your WoW Skills Certificate.

Organisational Awareness

Understanding organisations so that you can show why you are right for them
(2 hour workshop)

To stand out in today's competitive graduate job market you need that something extra; you not only need skills and enthusiasm but you also need an understanding and awareness of how organisations work. This practical session aims to take you on a journey of discovery about organisations, and includes guided materials that you can use in the future for interview preparation.

Making Things Happen

Project management as a tool to make things happen in the workplace
(2 hour workshop)

Organisations need people to manage projects; people like you. Roles and organisations are constantly changing and employers need graduates who can play an important part in the project management process. This interactive session offers useful tips and good advice on how to develop and demonstrate your project management skills for employers and your future.

WoW® Boot Camp

Everything you need to know to write your WoW statements
(Set of workshops from 9.00am to 4.30pm)

An intensive one-day programme specifically designed for students **in their final or penultimate year of study** who who need to catch up on the whole process! You need to be confident in your WoW skills already, as we will focus on how to evidence your skills in your WoW statements. Writing a criterion-based statement is a new skill to many people, and these interactive workshops will help you practise and develop this skill. By unpicking the WoW Skills criteria, considering examples and sharing ideas for the best way to evidence your skills, you'll leave with a good understanding of how to demonstrate your skills in each area and some sections of your WoW statements already written.



Ready for Work

LJMU runs a range of free careers and employability workshops throughout the year that will help you write winning CVs and application forms, perform well in interviews and much more. These workshops are open to all students, undergraduate and postgraduate, on all programmes and at all levels of study.

For the dates and times of these workshops, and to book yourself a place, go to

<http://gdc.ljmu.ac.uk/events>

Finding the right job

Creative job hunting

(1 hour workshop)

Looking for a job can be difficult; this workshop can help you identify the different ways to search for a job and how to target potential companies. It will introduce you to the skills of tapping into the hidden jobs market and effectively developing and utilising your network of contacts successfully.

Application forms made simple

(1.5 hour workshop)

Ever faced a really awkward question on an application form? Wondered why employers are asking certain things? Come along to our session on application forms and we will help you find the answers.

How to write a winning CV

(1.5 hour workshop)

You may have all the skills and experience but without a CV that conveys this to employers, you won't reach the interview stage. This session will help you sell your skills and experience effectively, looking at different formats of CVs which can be used and identifying what employers are looking for.

Volunteering for enhanced employability

(1 hour workshop)

Taking part in volunteering activities is a fantastic way to develop your skills and gain experience of the world of work to enhance your CV. This session is suitable for all students and graduates, whether you have any experience of volunteering or not. We'll discuss the different types of volunteering available and how to get involved, skills development and how to make the most of your volunteering experiences.

Securing that job

Preparing for interviews

(1.5 hour workshop)

Discover how to market yourself effectively and what to expect from an interview by coming to our interactive session. We'll tell you everything you need to know about interview preparation, awkward questions and successful interview etiquette. Includes consideration of telephone interviews, which are an increasingly popular tool used by employers in the recruitment process.

Interview practice sessions

Available weekdays from 10am till 4pm – must be booked at least 3 days in advance.

This is an ideal follow-up to the "Preparing for interviews" workshop, enabling you to build confidence by experiencing a one-to-one mock interview. This will be conducted by one of our trained assessors who will give you detailed feedback and advice. Our specially designed interview suites make the experience very realistic and we can also record your interview and feedback on DVD. You will need to send in your CV prior to the interview. To book a practice interview session please call the GDC on: 0151 231 8099 or email: gdc@ljmu.ac.uk

Please note: Although it is not compulsory, you are strongly encouraged to 'dress to impress' by wearing appropriate interview clothing.

Presentation skills part 1: How to make an effective presentation

(1 hour workshop)

If you want to succeed in today's competitive employment market, you'll need to communicate well and present yourself successfully. This introductory session will enable you to take the first steps to becoming a confident presenter. To gain maximum benefit from this session, you should also attend our follow up practical Part 2 workshop, 'Your turn to try out your Presentation Skills'.

Presentation skills part 2: Your turn to try out your presentation skills

(1 hour workshop)

This workshop will build on the skills learned in Part 1 and is specifically designed to get YOU to undertake a short presentation and aims to give immediate constructive feedback on how you can improve. To participate in this session you will need to prepare and give a short presentation.

