

<b>Personal Effectiveness</b>	
<b>Session Code</b>	PE08
<b>Session Title</b>	<b>Career Management &amp; Networking</b>
<b>Topics Covered</b>	<b>Manage your career and network</b>
<b>Delivery</b>	<b>Half Day (4 Hours) - tutor led f2f or online sessions</b>
<b>Minimum - Maximum Number of Delegates</b>	<b>1-10</b>
<b>Who will benefit?</b>	<b>Employees at all levels</b>

<p><b>Content</b></p> <ul style="list-style-type: none"> <li>▪ The stages of career development</li> <li>▪ Clarify my career objectives</li> <li>▪ Drive your chances for career success and the steps to follow and why</li> <li>▪ Get a mentor</li> <li>▪ How to network and its importance</li> <li>▪ Prepare for interviews</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Nail your strengths, skills and development opportunities to enhance your career prospects</li> <li>▪ Map your stakeholder relationships</li> <li>▪ Build your visibility and profile (internally and externally)</li> <li>▪ Prepare a personal action plan</li> <li>▪ Update your CV/LinkedIn</li> <li>▪ Prepare for interviews</li> </ul>
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