



## COURSE FACT SHEET:

# Your Next Step

## Helping you develop your career within your organisation

### Course details

#### Overview

This e-learning course or LIVE trainer-led workshop covers a comprehensive range of modules to develop people's skills in the search for promotion. Suitable for employees of any discipline, it has been developed to help staff at all levels including: foundation level employees, operational managers and staff, and senior executives.

#### Course Content

The practical content of this course will give participants the confidence and skills they need to make the next promotional step.

#### Course Outline

##### Skills Analysis

- Facing your future • Your lifeline • Your ideal job

##### Job Search

- Organising • Market Research • Personal contacts

##### CVs and applications

- Effective CVs • Analysing job adverts • Tailoring your application form and letter

##### Interviews

- Types of interviews • Preparation • Got the job?

##### Assessment quiz

#### LIVE trainer-led

LIVE trainer-led workshops can be tailored to your specific needs.

Supporting your team members and helping them develop their skills and knowledge helps reduce turnover and motivate people so they genuinely enjoy what they do each day. "Your Next Step" provides the support your staff need to develop their potential in your organisation.

Akua Appiah Ampofo  
BDP Media Group,  
Group HR Manager

Delivery formats available  
CD-ROM and Intranet with user booklet.

LIVE trainer-led workshops

#### Duration

120mins approx.

LIVE trainer-led workshops half day or one day

Please contact us for pricing options, special offers or to discuss a tailored model.

#### What sets Skill Boosters apart?

- Our courses consist of credible and best practice learning content developed in partnership with leading subject matter experts
- We can blend subject matter and delivery methods in a unique way
- Our training solutions can be tailored to suit the needs of your staff and organisation
- We create innovative learning technologies to deliver inspiring and accessible training solutions
- Our background and expertise in television, multimedia and education enables us to create rich media-based training solutions which engage learners throughout their learning journey
- We offer a no-obligation 'try before you buy' service



Organisations that have already invested in and reaped the benefits of this course: UNIVERSITY OF GLOUCESTERSHIRE DEPARTMENT FOR INTERNATIONAL DEVELOPMENT DEPARTMENT FOR HEALTH PROBATION SERVICE HOME OFFICE DVLA FOOD STANDARDS AGENCY HOME OFFICE IMPERIAL COLLEGE OF SCIENCE TECHNOLOGY CIRENCESTER COLLEGE CITY AND GUILDS CITY UNIVERSITY LANCASTER UNIVERSITY BOURNEMOUTH BOROUGH COUNCIL BARCLAYS UNIVERSITY BRADFORD HOSPITAL NHS TRUST HAMMERSMITH HOSPITALS NHS TRUST ISLE OF WIGHT COUNCIL NATIONAL EXPRESS SCOTTISH BORDERS COUNCIL SASHURSTS HBOS FINANCIAL SERVICES NORTHERN TRUST MANAGEMENT SERVICES LTD KC