Career development workshops and webinars

In partnership with Eden Brown, for 2013 we have extended our range of FREE careers related workshops to include:

- Develop your interview and presentation skills
- Writing a successful CV
- Dealing with redundancy
- Transition into management
- Career development
- Effective networking

This year we have also added a brand new workshop specifically aimed at members who work at a senior level in their organisation, ‘Developing your personal effectiveness for success at work’.

For members who can’t attend a full day workshop we also offer a number of short webinars, covering similar topics to the workshops. They will provide a brief overview into the topic in half hour sessions, allowing you to access support from your own desk.

Spaces on the workshops are limited and members are advised to reserve a place quickly.

NEW Workshop: Develop your personal effectiveness for success at work

The housing industry is changing at a rapid pace and organisations need employees to be equipped with the professional and personal skills and attitude to take their organisation forward to meet the challenges of the industry. The one day member workshop will help to develop the skills that are needed to take responsibility for developing and managing yourself to be effective both professionally and personally. This workshop will be particularly beneficial to those working at a junior or middle management role and previous delegates have held management level positions. Many have given the reasons for joining the workshop as; to improve their personal effectiveness; boost their confidence or to help them develop into a senior role. The workshop areas will include:

- Contributing effectively to goals and targets
- Increasing confidence
- Enhancing relationships and effective networking
- PR and personal branding
- Managing stress
- Developing a self development plan and continuing professional development

Workshop: Career Development

The career development workshops aim to help you focus on the direction of your career and ways in which you can monitor progress against your desired goals. Some of the areas covered include:
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- Where am I now?
- What are my career expectations?
- Career mapping
- Developing new skills

The session will also help you to look at the ways in which you can learn and manage your own professional development. The workshop supports discussion amongst delegates and the opportunity to meet other CIH members. We will automatically update your online CPD record to indicate attendance at a workshop.

What do delegates think?

“thank you for a great workshop and an opportunity to take time out to explore career development”

“very interesting and helped to provide me with direction”

“I really enjoyed the session and Robert did a first rate job, especially given the time restraints”

Workshop: Effective Networking

Networking is a really important part of career development – it helps to get the right people to be aware of how good you are. Talking to others and making contact helps you to look at problems from a different angle and look at alternative solutions, provide expert advice and emotional support.

The networking workshop is designed for those people who are looking to extend their career and enhance their effectiveness within the workplace. It will provide insights into how we behave and the impact this has on our ability to network effectively and the importance of networking in the first place. The session will cover:

- Why & how networking can assist you?
- The differences between effective and poor networking
- Personal Branding and the importance of the message you want to convey
- First impressions and insights on how we present ourselves
- The importance of clear goals in effective networking
- The qualities we bring to our potential network

What do delegates think?

“excellent course”

Workshop: Dealing with Redundancy
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Redundancy is a major event for anybody. It is always disruptive whether it comes out of the blue or if you’ve been aware of the possibility for a while. It can be challenging to regain your sense of purpose, status and belonging and reorient you back to your plan. It may, however, be the first step in a very positive career change. Many people, looking back, recognise redundancy as a catalyst for improvements in their life.

This workshop will introduce you to some of the areas you’ll need to think about after redundancy, including dealing with emotions that are quite common in this situation through to assessing your options and taking your next steps.

**Workshop: Develop your Interview Skills and Presentation Skills**

When you receive an invite to attend a job interview it means that you have passed the first hurdle, in that those who looked at your application form are interested in you attending the next stage – the job interview! Now you need to thoroughly prepare so that you make a good impression. Depending on the type of job you are applying for you may also be asked to give a presentation to the interview panel. This new workshop is designed to provide you with an introduction into the key steps to make your interview successful. It will cover areas such as; the preparation and research before the interview and planning your approach to questions. Part of the workshop will cover developing your presentation skills. It will cover the preparation and research needed beforehand, the need to be clear on what you are trying to achieve, choosing your visual aids, how to develop your skills so you can deliver confidently and dealing with questions.

**Workshop: Transition into Management**

Many of us aspire to be a team leader or junior manager and feel that it is the next natural step in our career progression. However, quite often people do come into their first management position without really knowing what will be expected from them and how they should behave. This workshop will give an overview of some of the aspects associated with aiming towards applying for management positions and how you can develop yourself to be better prepared for a future management role and guidance and tips on what to do when in post.

**Workshop: Writing a successful CV**

Although most employers will ask applicants to complete an application form many may also ask to see a CV. It is also important to have an up to date CV ready as it helps to remind you of certain dates and time spans for jobs, training and qualifications. Writing a good CV is a real skill and its purpose includes; getting you noticed, opening doors and opportunities and earning you a job interview. Your CV needs to grab the attention of those reading it and it needs to reflect your individuality and the requirements of the job you are applying for or the career you are interested in pursuing. This workshop is designed to help you prepare a winning CV and suggests some principles and approaches. It will cover how to market yourself and how to target this to particular opportunities, the programme will also cover the key stages in putting your CV together.
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Upcoming Workshops

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Title</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>CIH Scotland</td>
<td>9 May 2013</td>
<td>Develop Your Interview and Presentation Skills</td>
<td>One day</td>
</tr>
<tr>
<td>CIH Coventry</td>
<td>22 May 2013</td>
<td>Career Development</td>
<td>One day</td>
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<tr>
<td>CIH London</td>
<td>04 June 2013</td>
<td>Transition Into Management</td>
<td>One day</td>
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<tr>
<td>Newcastle</td>
<td>17 July 2013</td>
<td>Personal effectiveness for senior officers in the housing industry</td>
<td>One day</td>
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<tr>
<td>Manchester</td>
<td>04 September 2013</td>
<td>CV Writing and Interview Skills</td>
<td>One day</td>
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<tr>
<td>CIH Wales</td>
<td>17 September 2013</td>
<td>Career Development</td>
<td>One day</td>
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<tr>
<td>Leeds</td>
<td>01 October 2013</td>
<td>Transition Into Management</td>
<td>One day</td>
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How to make a booking

If you would like to attend one of the careers related workshops please complete our booking form.

Please ensure you indicate which workshop you wish to attend. Once you submit your booking form a member of staff will contact you confirming availability/booking details.

Upcoming Webinars

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Time</th>
<th>Link to register</th>
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<tbody>
<tr>
<td>19 June 2013</td>
<td>Career Development</td>
<td>10:30 to 11:10</td>
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Please keep checking for timings of new webinars and the links to register as these will be available shortly. In addition please keep checking this page as more dates, for both workshops and webinars, will be available soon.

Important note: Please read the booking information and conditions below, which are appropriate to both the careers related workshops and webinars.

Booking information and conditions

- These workshops are available for current Chartered Members eligible for the benefits included in the careers package, or those who have bought the package
- Membership must be current at the point of booking and attending the workshop or webinar
- Please include your membership details on your booking form
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- Although there is no fee for these workshops failure to attend without prior notification will incur a £30 administration fee.
- Cancellations will be accepted without charge up to 5 days prior to the event.
- Prior to the workshop and webinar we will send you detailed joining instructions. If you have not received this information 1 week in advance of the event please contact us.
- Please keep a note of your booking details for your own records.
- Please let us know if you have particular requirements for the workshops. We can, for example, provide help with access, induction loops and interpreters provided we have sufficient notice.
- This booking is subject to the usual CIH Terms & Conditions (see below).

Limitation of liability

The Chartered Institute of Housing (CIH) accepts responsibility for accident, injury or loss suffered whilst attending one of our events only if it is directly due to negligence on our part. Delegates are responsible for taking care of their own property. CIH accepts no responsibility for any loss incurred whilst using material or information gained at one of our events.

Cancellation of events

In the event that CIH has to cancel an event, we are unable to refund any costs you may have incurred as a result of this cancellation.

Copyright

The copyright of all workshop material rests with the CIH and the tutor.