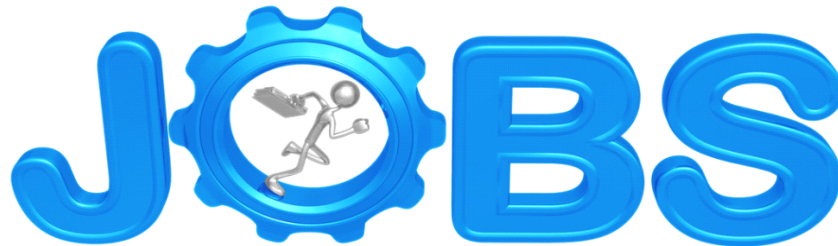


# Online/Video Courses

*Career Shift Packages*



# CV's and Interview Skills



All units listed within this package cost just **£125.00 + VAT** and are designed to help you get the most from your current skills and abilities, as well as improve fundamental skills.

## **Resume/CV (11 hours)**

A package of 4 courses, designed to help you get the most from your CV.

- Choosing a Resume/CV Format—introduces CV writing and the most common formats
- Starting out With a Bang—how to build the heading, job objectives, summary of qualifications, and work history sections.
- Packing a Powerful Resume/CV—how to build the skill headings, achievements, education and interests sections.
- Circulating Your Resume/CV—how to use networking and other methods to distribute a CV, including online CVs and preparing a CV for computer scanning.

## **Interview Skills (27 hours)**

This series examines the interview process, from obtaining an invitation to an interview to follow-up after the interview. The employer's perspective is discussed, and interview preparation is covered in detail. Proper interview demeanour, including listening and answering, asking questions, effective communication, and negotiating is discussed. Strategies for getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process are also provided.

Please contact us on 01142815718 for more information



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Telephone 01142815781 Fax 01142815785 [www.cqmllearning.co.uk](http://www.cqmllearning.co.uk)

# Communicating and Career Development



## **Communicating with Power** (9 hours)

Most people's jobs include working with a lot of people who are co-workers from across the company (or even from other companies). Many times, doing your job properly depends upon other people doing the things or having the information you need. How can you persuade, influence, and inform other people in ways that will make things happen? This series will talk about how to spark action and motivation from others, especially ones who are not in a direct line of command with you.

## **Career Development**

It is your responsibility to take charge of your own career path. Our career development programs will help you set goals, create an effective career plan and manage your own professional development and growth.

This series contains the following online videos: -

- Been There, Done That, Now What? 2 hours
- The Influence Edge and Your Career 12 minutes

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# Self Management



## Self-Management

Successful organisations are made up of individuals who are continually focused on developing the right skills for their job. Our self-management programs will help you develop the skills you need now and for your future.

This series contains the following online videos: -

- Becoming More Assertive 23 minutes
- Business Protocol 17 minutes
- Creative Time Management for the New Millennium 19 minutes
- Dealing with Non-Stop Change 20 minutes
- Goal Setting and Action Planning 19 minutes
- Leap of Faith 17 minutes
- Self-Motivation Through Self-Talk 21 minutes
- Self-Talk First Aid Kit 20 minutes
- The Dynamics of Self-Talk (Interview) 13 minutes
- The Influence Edge and Change 16 minutes
- The Influence Edge Model 16 minutes
- Working Wounded: Dealing with a Messy Desk 2 minutes
- Working Wounded: Getting More Work Done 3 minutes
- Working Wounded: Office Politics 3 minutes
- Working Wounded: Performance Appraisals 3 minutes

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# Time Management



## **Time Management for Maximum Productivity (6 hours)**

A package of 5 courses designed to help you use your time more effectively.

- Taming Time—how to tame time and improve your time management skills.
- Prioritising and Procrastinating—how to prioritise your time effectively, and avoid procrastination.
- Establishing Goals—provides guideline for setting goals to better manage time. Working toward goals using a measured, prioritised strategy can unlock the doors to professional and personal achievement.
- Managing Time Together—how to effectively delegate tasks, the proper way to turn down overwhelming tasks, and how to conduct productive meetings.
- Controlling Time Leaks—how to identify time wasters and the time saving techniques, tips and tools to help you improve your time management skills.

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# Microsoft



## **Outlook 2007** (3 hours)

Outlook is the most common email application in the world. And it includes many features beyond just email, including the calendar, meeting management, tasks, and contact information, that can all interact with each other. This series will examine all of these features and more in the latest version of Outlook that has been released with the Office 2007 package. This series has more courses coming soon. Please check back later for even more information on this topic.

## **Excel 2007** (11 hours)

The Excel 2007 series introduces learners to the newly designed Ribbon interface of Microsoft Excel 2007. It provides a basic introduction to Excel including entering and editing cell data, selecting cell ranges, and formatting worksheet data. Learners will also be able to print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel 2007.

## **Word 2007** (14 hours)

This series shows you how to use Word 2007 to create word processing documents. It shows you how to use the Ribbon-based Word 2007 interface, how to create and format documents, and how to add lists, tables, and images to your documents.

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