

Way to Win Employability Conference Programme

Goulston Street, City Campus, June 3, 2015

Programme notes

Please read these notes carefully before making your workshop selections. Workshops will be allocated on a first come, first served basis, and while we will do everything we can to ensure students get their first choice of workshops, **some of the more popular ones might be over-subscribed so please be prepared with a second choice.**

Several of the sessions are repeated to ensure that as many students as possible can attend.

There will be a chance to meet some of the presenters over the lunch period, so if you can't make it to some of the presentations, this will be an opportunity to meet the speakers and ask any questions.

Careers staff will be on hand throughout the day to help you with the registration process and answer any questions.

Programme

Introduction to the day

Keynote speaker Sanjay Lathar

Sanjay finished his PGCE at London Met University in 2007. He was a teacher in Hackney and then Enfield. Sanjay decided to get out of his comfort zone and started a property development company alongside forming a partnership with Teach Now. Using his education background he forged the international arm of Teach Now and now assists with the CPD programmes for teachers as one of the directors of the company.

Session One: 10.15 – 11.15am

Option 1: Social Networking for Career Success

Many recruiters use social media to promote their vacancies, now it is your turn to learn how to make the most of the time you spend on social media platforms. Advice and tutorials will be given on Face book, Blogging, Twitter, LinkedIn and YouTube. Join **Milkround.com** to learn how to use social media tools to benefit you in your job hunt. They will also help take you through the application process with top tips to ensure recruiters stop and look at your cover letters and CVs.

Option 2: Effective Use of Digital Skills to Access hidden Job Market

In this session Chris O'Reilly will explore what your online profile says about you and what practical steps you can take to enhance your employability. He will highlight both the pitfalls and keys to success. He will also look at and show examples of how to break into that illusive 'hidden job market'. Learn what you can do instead of just searching through the online and broadsheet adverts. Proactively take control of your job search.

Option 3: Effective Job Search Strategies

This workshop will highlight a variety of possible vacancy sources, as well as identify more creative approaches which may be especially appropriate in a competitive job market. It will also include discussion on the importance of selecting the job search methods which are most relevant to the business sector targeted.

Option 4: CV workshop

In this competitive job market, how can you make sure your CV goes to the top of the pile? Your CV will change with every application so how can you make sure you are giving the employer the information they need? This session looks at how to structure your CV to make sure that your application stands out and that you present yourself in the best possible light.

Session Two: 11.30 – 12.45pm

Option 1: NHS Graduate Training Schemes

An interactive session providing an overview of the selection process for the **NHS Graduate Management Training Scheme** with tips and hints on the assessment centre including the chance to talk to current London Met student who will be joining the scheme in September! A great way for students to look at graduate applications and the skills required for success

Option 2: Ace that Panel Interview

Do you get nervous at the prospect of a panel interview? It is hard enough to make an impact with one interviewer but what do you do when there are 3? Jade Gayle from **East London Business Alliance** will deliver this interactive workshop which is designed to give valuable advice and top tips for preparing for the dreaded panel interview

Option 3: CIMA Business Game (please note: this session will finish at 1pm).

The focus of the session is working well in teams to come up with recommendations on the given case and also to raise awareness of what employers want and look for. Employers want to find out how you perform in different situations and devise activities to test you in various ways against a specific skill set. **CIMA** work with over 4,500 employers globally which gives us an insight on how to help graduates meet those skills.

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Networking lunch: 12.45 – 1.30pm

Meet the employers and ask your questions in an informal setting. We provide you with a light lunch and you can use the opportunity to **'work the room'**

Session Three: 1.30 – 2.30pm

Option 1: Skills to Succeed – East London Business Alliance

This session is designed to take you through the initial stages of starting your graduate career. Understand what is meant by a 'probationary period', and learn to describe ways in which you can do your job well including setting objectives and managing your time. As a result of this workshop you will become aware of the importance of feedback and how to benefit from it, and you will get understand more about the etiquette of professional behaviour.

Option 2: Mock Assessment Centre

A great way for students to look at assessment centres and the skills required for success. Graduate employers **FDM** will inform you how you can succeed in an assessment centre. The workshop will cover presentation skills and will give helpful tips on preparing for interview. You will learn how assessors assess you throughout the day, and will help you with your team working, time management, assessment etiquette and the assessment process.

Option 3: Starting your Own Business – the first steps to being your own boss

Have you got what it takes to start your own business? What are the resources available and how can you access them. Find out what makes a good idea, what makes a successful entrepreneur, and how to match the two together.

Option 4: Public Speaking

Jennifer MacKay will demonstrate how learning to be a confident communicator may be the best investment you make in yourself. Whether you're in an interview, at a meeting, a networking event or giving a presentation, you need to make an impact. This interactive workshop will help you to structure your ideas, engage the audience and speak with confidence.

Option 5: Your World Healthcare Effective LinkedIn Profiles

This workshop will take you through the process of creating an effective LinkedIn profile, from an explanation of the site, jargon and content, through to using key words and phrases in you summary that will help potential employers to find you. Learn how to enhance your profile with recommendations and endorsements, and how to use groups to make better connections and find information.

Session Four: 2.45 – 3.45

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Option 3: Networking including speed networking

Between 60 – 80% of jobs are never advertised, so do these vacancies get filled?

<http://www.theguardian.com/careers/careers-blog/how-to-find-unadvertised-jobs> We all know that it's not just what you know, but also who you know. So, how can you get to know the right people and impress them with your skills and abilities? This workshop will help you to understand what is involved in networking, and how you can make it work for you. Try it out for yourself as you speed network your way round the room in this interactive session.