

Careers &

Employability Service



Manchester
Metropolitan
University

Kick start your Career



Student Employability Development Programme

2011/12

www.mmu.ac.uk/careers/events

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Introducing the Student Employability Development Programme

The 2011/12 Student Employability Development Programme offers an extensive set of focussed sessions designed to enhance your career prospects. The programme has been provided for all Manchester Metropolitan University students by the Careers and Employability Service with support from a host of professional trainers, employers and successful alumni of the University.

Every session is designed to either directly help you get a job or provide you with skills required for a successful start to your professional working life.

Finding a graduate job can be tough. Our recruitment focussed programme provides guidance on how to promote yourself and your abilities to potential employers, complete applications effectively and perform in interviews in the best possible way. This programme really is designed to help you stand out from the crowd.

“...people who don’t attend will miss out.” *

Your life as a student is a hectic one and focussing on your studies for the best possible outcome in your course is of vital importance to you. So why should you take the time to make use of the Employability Development Programme? The fact is this is a great opportunity to discover things not on your academic programme, meet the experts, learn from your fellow students and become more employable. Don’t just take our word for it though – throughout this brochure you’ll find quotes from real students who have already benefited from attending the programme.

“Great to finally get some advice from someone who knows what they are talking about!” *

* Student feedback from our 2011 career development workshops

Contents

Using the Employability Development Programme - [page 4](#)

Your Career Timeline - [page 5](#)

Plan your own Employability Development Programme – [page 6](#)

The Employability Development Programme sessions:

Amazing applications: net that job! - [page 7](#)

Applications: It's different for creatives - [page 7](#)

Applying for teacher training - [page 8](#)

Becoming a lawyer without a law degree - [page 8](#)

Communication & influencing essentials (Work Ready) - [page 9](#)

Considering teaching? - [page 9](#)

Disclosing a disability when job hunting - [page 10](#)

Express your employability with the MMU Professional Passport - [page 10](#)

Find that job! - [page 11](#)

Getting a Masters degree: a worthwhile investment? - [page 11](#)

Going Global: finding work outside the UK - [page 12](#)

Graduate careers fairs: why, where and how to prepare - [page 12](#)

Great portfolios for interviews - [page 13](#)

How to present like a professional - [page 13](#)

How to write great CVs - [page 14](#)

I don't know what I want to do when I leave uni - [page 14](#)

Interviews for teacher training courses - [page 15](#)

Leadership essentials (Work Ready) - [page 15](#)

Networking: make it work for you - [page 16](#)

Project management essentials (Work Ready) - [page 16](#)

Self-employment? An introduction - [page 17](#)

Successful interviews: get that job! - [page 17](#)

Taking a gap year - [page 18](#)

Teamwork essentials (Work Ready) - [page 18](#)

Volunteering for your employability - [page 19](#)

Work experience: equip yourself with the skills employers want - [page 19](#)

Work ready - [page 20](#)

"You're hired!" How to survive your Assessment Centre & get the job - [page 20](#)

Events from MMU Careers and Employability Service - [page 21](#)

Additional training and development opportunities, including Employability Online - [page 22](#)

Using the Employability Development Programme

The programme consists of many sessions, each individually designed to give you a specific set of skills and knowledge. High demand topics are run throughout the academic year and we offer a number of employability events across the University which showcase elements of the programme. The majority of the sessions don't require advanced booking. Locations, dates and times can be found at www.mmu.ac.uk/careers/events

You will want to attend the sessions that meet your most obvious and immediate needs (to gain, for example, skills ahead of an important interview) but we strongly recommend that you utilise the Student Employability Development Programme as a package of learning to gain the full benefit from it. Try to avoid seeing the sessions as stand-alone and plan your attendance in advance so that you attend a series of sessions covering the topics that you will need to learn for your future success.

“Useful, clear, honest ... I will be attending more workshops in future.” *

So which sessions should *you* attend and when? What might your personal programme look like? Here are some factors to consider when selecting which sessions to attend:

- 1) **Discover what's in it for you.** This brochure outlines each session and you should pay particular attention to the session description and learning outcomes. Read the quotes from students who have attended these sessions in the past – this feedback demonstrates the value of attending our programme. If you have any questions then contact the Careers and Employability Service.
- 2) **What do you really need to learn?** Achieving your career goals will require a strategy that is individual to you and this should guide your decision on which sessions to attend and when – will you need to work for yourself to achieve your ambitions? Will achieving your goal necessitate an online application? Will you need to undertake further study? If so, when do you need to start applying? Our programme provides valuable support whatever your area of study or career ambition.
- 3) **When should you attend?** Try to attend sessions well in advance of the point at which you will utilise the skills and knowledge provided – a winning application form or CV cannot be written overnight. You can learn how to network by attending our networking sessions but you should also leave time to practise these skills before making contact with potential employers!
- 4) **Consider your year of study** – this might help you to plan use of the programme around your needs. We have produced the timeline (fig 1) to indicate when you need to gain specific employability skills.

“I wish I had attended this workshop before my placement year.” *

* Student feedback from our 2011 career development workshops

Your Career Timeline – what stage are you at?



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How to use your career planning timeline:

- Locate the stage you should be at & make your personal plan. Don't panic if you haven't started, there's time to catch up!
- Check out the [Careers & Employability Service website](#) and talk to friendly staff in our [Careers Centre](#).

Year One

Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Consider all your options

Discover the jobs you can do with your degree

Gain work/volunteering experience

Discover the jobs you can do with your degree

- Access the [Careers & Employability Service website](#).
- Attend a [Careers & Employability workshop](#).
- Read our '[How to...](#)' sheets.
- Visit the [Prospects website](#) and try [Prospects Planner](#).

Gain work / volunteering experience

- Read our [guide to getting work experience](#).
- Attend our [workshops](#) on work experience and job seeking.
- Look at [voluntary work](#).
- Use our [online jobs service](#) to look for opportunities.
- Attend [careers fairs](#).
- Create your [CV](#).
- Keep a record of your achievements.

Explore job options in detail

- Use the resources on the C & E and [Prospects website](#).
- Research occupations in our [Careers Centre](#).
- Attend [Careers & Employability workshops](#), e.g. teacher training.
- Attend [employer presentations](#).

Year Two / Penultimate Year

Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Explore job options in detail

Express your employability by taking part in the MMU Professional Passport

Narrow down your options

Prepare for application and selection stages

Narrow down your options

- Look at our [events webpage](#) & attend a workshop or careers fair.
- Pick up copies of Graduate Directories from our [Careers Centre](#) and talk to our [information team](#).
- Research [employers](#) and [occupations](#).
- [Discuss your plans](#) with a [Careers & Employability Adviser](#).

Prepare for application and selection stages

- Consider applying for the [MMU Professional Passport](#).
- Attend our [Amazing Applications workshop](#).
- Attend our networking and assessment centre [workshops](#).
- Read our useful [guides](#) and the [Prospects tips](#) for [applications](#) and [interviews](#).
- Make use of our online [practice and psychometric tests](#)

Year Three / Final Year

Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug

Secure employment or further study

Gain relevant Work Experience

Submit application(s)

Attend interviews

Start employment or further study

Submit applications

- Read our guide to writing [CV's](#) and completing [applications](#).
- Have your CV checked [online](#) or [in person](#) by a [Careers & Employability Adviser](#).

Attend interviews

- Read our guides on [interviews](#) and [presentations](#).
- Attend [workshops](#) 'How to succeed at interviews' & 'Assessment Centres – what can I expect?'
- [Talk to a Careers & Employability Adviser](#).

Start employment or further study

- Take part in the DLHE survey to let us know what you're up to.
- Remember you can use the [Careers & Employability Service](#) for up to 3 years after graduation.

Plan your own Employability Development Programme

- ❖ Read the session descriptions contained in this brochure
- ❖ Ask yourself what you really need to do to achieve your goals
- ❖ Try to plan ahead and avoid leaving session attendance to the last minute
- ❖ Our career timeline could help you to create your personal programme
- ❖ Utilise numerous sessions to gain maximum benefit from the programme

Consider the above factors and identify all the sessions that will help you and plan your attendance accordingly – it might help to create your own chart. We have provided examples below to show you how.

Your Personal Employability Programme chart – example 1

What I need to learn	Which session(s) covers this	When I should plan attendance
How to develop answers to the competency questions in online application forms	Amazing applications: net that job.	During my second year or early in my final year (many deadlines late in the Autumn term attendance by early in the academic year is essential)
How to prepare for interviews	Successful interviews: get that job	During the Spring term of my final year (before I am called for interview)

Your Personal Employability Programme chart – example 2

What I need to learn	Which session(s) covers this	When I should plan attendance
My tutor said that many graduates from my design course freelance but I need to know where to start	Self employment? An introduction	Early in my second year (to enable me to consider this option and start to business plan if I want to go ahead)
How to make and utilise the contacts I need to achieve my goals	Making your networks work for you	Anytime in first or second year (so I can make the most of being at University and practise the skills of networking)

If you are unable to attend a particular session which interests you, please contact the Careers and Employability Service to see how else we might be able to help.

The Employability Development Programme sessions

<p><i>Amazing applications: net that job</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Completing application forms is easy – right? Think again! Each application you complete has to be carefully crafted to win an interview. More and more companies are also using online application forms, but you need specific knowledge to make your application stand out – whether it's going to be scanned by a computer looking for keywords or read by a critical human.</p>	<p><i>“I wish I had attended this workshop before my placement year. I would’ve got more interviews.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ The key things an employer is looking for ▪ How online applications are assessed ▪ The insider know-how you need to get yours through successfully. 	<p>This workshop takes place several times each term.</p>

<p><i>Applications: it’s different for creatives</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Creative people are different from ‘suits’ - they have different ways of networking, communicating and finding work from the norms in business practice. This workshop is designed for students intending to work in the creative and performing arts, design, digital and media fields.</p>	<p><i>“This session was delivered with enthusiasm & answered all my questions.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ How to build networks and use them to find job opportunities ▪ How to select the best of the range of formats now available to creatives in making job applications ▪ The critical do’s and don’ts of the application process 	<p>This workshop takes place each term.</p>

<h2><i>Applying for teacher training</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Going from star student to teacher training takes more than intellectual ability and confidence – it takes specific knowledge about how and when to apply because it’s a very competitive process. Whether you want to apply for teacher training at primary, secondary or post-compulsory (college) level, this is the session for you.</p>	<p><i>“I now feel more confident and motivated to apply.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ The range of current entry requirements ▪ How to tackle the application form ▪ What to include in your personal statement 	<p>This session takes place several times in our Autumn term and once in Spring.</p>

<h2><i>Becoming a lawyer without a law degree</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Did you know that graduates of any degree discipline can convert to law? The Graduate Diploma in Law is the first step to becoming a lawyer for non-law graduates and can be studied full or part-time. Attend this workshop to find out more about becoming a solicitor or a barrister and whether Law is the career for you.</p>	<p><i>“Very useful, thank you.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ How a non-law graduate can qualify as a barrister or solicitor ▪ How diverse the different areas of law in which barristers and solicitors practise are ▪ How to gain relevant legal work or volunteering experience 	<p>This workshop takes place during our spring and summer terms.</p>

<p>Communication & influencing essentials (Part of the Work Ready course)</p>	<p>www.mmu.ac.uk/careers/events</p>	
<p>Want to hit the ground running when you start your placement or first job after graduation? This 4 week course looks at key work skills, preparing students to be “Work Ready”. The 4 sessions are highly interactive and give excellent insight into how these essential skills are applied to the world of work. This course is ideal for students preparing for placement and for those in their final year starting on the transition between university and work.</p> <p>There is a commitment to attend the whole course (all 4 sessions) and each session lasts for 2 hours.</p>	<p>The first Work Ready course is planned for Spring Term.</p> <p>Work Ready can also be delivered within programmes of study.</p> <p>Contact us for further information.</p>	
<p>By the end of this interactive session you will know:</p> <ul style="list-style-type: none"> ▪ How to communicate with people at all levels ▪ How to overcome the barriers to effective communication ▪ How to be assertive and get your message across 	<p><i>This session is new for 2011/12</i></p>	

<p>Considering teaching?</p>	<p>For the latest dates, times and locations, visit</p> <p>www.mmu.ac.uk/careers/events</p>	
<p>Attend this workshop if you are a first or second year student who is at the early stages of thinking about a career in teaching, either at primary, secondary or college-level, and you want to find out more.</p>	<p><i>“Well structured and informative.”</i></p>	
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ What makes a good teacher ▪ The qualifications and experience required ▪ Different ways to train ▪ How to get that all important work experience 	<p>This workshop takes place every term, with four sessions offered in the Spring term.</p>	

<p><i>Disclosing a disability when job hunting</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>If you have a disability it can be a daunting process thinking about telling a potential employer. Every disabled person is different. How is the best way to disclose? When in the application process should it be done? And will the employer simply see the disability and not the person? All these issues and more will be discussed in this confidential workshop run by a disability expert.</p>	<p><i>“I liked that it was a small group”</i></p>
<p>By the end of the session you will:</p> <ul style="list-style-type: none"> ▪ Be aware of the issues around disclosure ▪ Know the legal framework for disclosing ▪ Begin to explore what is the right approach for you 	<p>This workshop takes place in our Spring and Summer terms.</p>

<p><i>Express your employability with the MMU Professional Passport</i></p>	<p>Read more about the Passport at www.mmu.ac.uk/passport</p>
<p>How do you convince an employer you are the right person for the job? How do you demonstrate the skills an employer seeks? Whatever you study, learn to express your employability with the Professional Passport. Whether you want to specialise in one career area or are yet to make up your mind, you need to know how to sell yourself to employers and this is an inspirational place to begin.</p>	<p><i>“The skills I learnt are invaluable and really helped me to get my ‘foot through the door’ ”</i></p>
<p>By the end of this introductory session you will know:</p> <ul style="list-style-type: none"> ▪ What the MMU Professional Passport is ▪ What it involves and how you are supported ▪ How you will benefit from undertaking it 	<p>This workshop takes place several times in the Autumn term.</p>

<p><i>Find that job!</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>The workshop that leaves no stone unturned in giving you the tools to find that job. This interactive session aims to improve your chances of finding a job by maximising potential vacancy sources; discussing ways to find unadvertised positions; and demonstrating the factors you should consider when looking for opportunities.</p>	<p><i>“Has made me feel positive and motivated about my job search.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ Where to look for vacancies ▪ How to find out about jobs that are never advertised ▪ How to market yourself effectively to employers 	<p>This workshop takes place several times each term.</p>

<p><i>Getting a Masters degree: a worthwhile investment?</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Are you passionate about your subject? Do you need a postgraduate qualification for your chosen career? Or perhaps you want to continue life at University? Whatever your motivations for considering further study, attend this workshop to find out more.</p>	<p><i>“Well structured and informative.”</i></p>
<p>By the end of the session you will have:</p> <ul style="list-style-type: none"> ▪ Explored the range of post graduate study options ▪ Begun to think about the pros and cons of different choices ▪ Looked at funding options ▪ Begun to start examining your level of commitment to investing your time and money in further study 	<p>This workshop takes place twice per term.</p>

<p><i>Going Global: finding work outside the UK.</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>If you are considering working abroad, either permanently or on a short-term basis, or you are an international student returning home to work, this is the workshop for you.</p>	<p><i>“It was a great session.”</i></p>
<p>By the end of the session you will know how to:</p> <ul style="list-style-type: none"> ▪ Access a variety of resources to help you look for work outside the UK ▪ Find information on language and cultural differences ▪ Find out about practical issues such as accommodation ▪ Get information on your eligibility to work in your chosen country 	<p>This workshop takes place at least once per term.</p>

<p><i>Graduate careers fairs: why, where and how to prepare</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Graduate Recruitment Fairs are an excellent opportunity to meet and network with employers “face to face”. Your perfect job could be waiting for you at this year’s graduate fairs. Exhibitors will be offering immediate job vacancies, postgraduate course places, voluntary work opportunities and temporary jobs.</p>	<p><i>“As a graduate actively looking for work I found this workshop very useful.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ When and where the Fairs take place ▪ What to expect ▪ The preparation needed to get the most out of them ▪ How to sell your skills so that employers take notice of you 	<p>This workshop takes place twice in the Autumn term and once in the Summer term.</p>

<p><i>Great portfolios for interviews</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>If you are aiming to be employed or freelance in the arts and crafts, performance, creative design or production engineering, digital media and web development, journalism or creative writing, you'll need a great portfolio or show reel, as well as a strong and confident story line to sell it with.</p>	<p><i>“Very interactive, two-way conversation and lots of time for questions.”</i></p>
<p>By the end of the session you will:</p> <ul style="list-style-type: none"> ▪ Get top tips for assembling hard copy and on-line portfolios ▪ Learn how to present yourself and your portfolio ▪ Learn how to cope with different types of questions you might face at interview 	<p>This workshop takes place twice per Autumn and Spring terms.</p>

<p><i>How to present like a professional</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>We know that presenting to an employer at an interview or assessment centre can be daunting. Come along to this workshop and get top tips for how to deliver a presentation and impress employers with your professional & confident approach.</p>	<p><i>“Great to get some advice from someone who knows what they are talking about.”</i></p>
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ How to prepare for a presentation ▪ How to structure a presentation ▪ How to deal with nerves ▪ How to manage your audience 	<p>This workshop takes place twice in Autumn term and several times in Spring term.</p>

<h2><i>How to write great CVs</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>	
<p>Ever wondered how to create a CV that will get you an interview?</p> <p>This workshop will get you started writing covering letters and CVs that get you noticed.</p>	<p><i>“This gave me a clear view on what is expected as well as top tips on how to grab the reader and what employers look for.”</i></p>	
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ The key things an employer looks for in a CV ▪ How to format your CV - including what you should and shouldn't include ▪ How to use the right language to really grab an employer's attention 	<p>This interactive workshop takes place every week during term time.</p>	

<h2><i>I don't know what I want to do when I leave uni</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>	
<p>No idea what options are open to you after your degree? Need help in deciding what's best for you? It's never too early to start planning the next steps to enable you to make the most of your time at university, as well as supporting your future career options.</p>	<p><i>“More students, especially those in second year, should be encouraged to attend.”</i></p>	
<p>By the end of the session you will know:</p> <ul style="list-style-type: none"> ▪ How to find out what options are open to you ▪ How to start researching these options ▪ How to formulate a plan of action. 	<p>This workshop takes place several times each term.</p>	

<p><i>Interviews for teacher training courses</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Being well qualified, enthusiastic and talented isn't enough to get you a place on a PCGE training course. Competition is tough – especially if you want to teach a popular subject.</p> <p>Attend this to find out what you might expect to face in an interview for a Primary, Secondary or Further Education PGCE course.</p>	<p><i>“Clarified a few things for me, set my mind at ease and encouraged me to go for it with all guns blazing.”</i></p>
<p>By the end of the session you will know :</p> <ul style="list-style-type: none"> ▪ How best to prepare for presentations, tests and the interview itself ▪ Top tips for answering questions. 	<p>This workshop takes place several times in the Autumn and Spring Terms.</p>

<p><i>Leadership essentials (Part of the Work Ready course)</i></p>	<p>www.mmu.ac.uk/careers/events</p>
<p>Want to hit the ground running when you start your placement or first job after graduation? This 4 week course looks at key work skills, preparing students to be “Work Ready”. The 4 sessions are highly interactive and give excellent insight into how these essential skills are applied to the world of work. This course is ideal for students preparing for placement and for those in their final year starting on the transition between university and work.</p> <p>There is a commitment to attend the whole course (all 4 sessions) and each session lasts for 2 hours.</p>	<p>The first Work Ready course is planned for Spring Term.</p> <p>Work Ready can also be delivered within programmes of study.</p> <p>Contact us for further information.</p>
<p>By the end of this interactive session you will learn:</p> <ul style="list-style-type: none"> ▪ What makes a good leader ▪ How to manage a team ▪ How to get the best out of people 	<p><i>This session is new for 2011/12</i></p>

<p><i>Networking: make it work for you</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p><i>“It’s not what you know it’s who you know that finds you a job.”</i></p> <p>It’s a fact that many jobs are filled without ever being advertised – through the power of networking. The good news is that you don’t have to know rich, famous or high-powered business people for it to work for you. We all network every day. It’s a skill everyone can learn and becomes much easier once you know the basics.</p>	<p><i>“This workshop helped me feel more confident when meeting people. It was well organised and friendly.”</i></p>
<p>By the end of this interactive session you will:</p> <ul style="list-style-type: none"> ▪ Learn how many networks you already have ▪ Learn how to use every opportunity to make contacts ▪ Develop skills so that you can network with confidence and charm 	<p>This workshop takes place several times each term.</p>

<p><i>Project management essentials (Part of the Work Ready course)</i></p>	<p>www.mmu.ac.uk/careers/events</p>
<p>Want to hit the ground running when you start your placement or first job after graduation? This 4 week course looks at key work skills, preparing students to be “Work Ready”. The 4 sessions are highly interactive and give excellent insight into how these essential skills are applied to the world of work. This course is ideal for students preparing for placement and for those in their final year starting on the transition between university and work.</p> <p>There is a commitment to attend the whole course (all 4 sessions) and each session lasts for 2 hours.</p>	<p>The first Work Ready course is planned for Spring Term.</p> <p>Work Ready can also be delivered within programmes of study.</p> <p>Contact us for further information.</p>
<p>By the end of this interactive session you will learn:</p> <ul style="list-style-type: none"> ▪ Why it’s important to manage projects ▪ How to plan a project ▪ Approaches to project Implementation and evaluation 	<p><i>This session is new for 2011/12</i></p>

<h2><i>Self-employment? An introduction</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Got a great idea and the skills to make it work? Thinking of going freelance or setting up your own business? More and more of our graduates are building their own jobs through entrepreneurship and innovation. This workshop will explore how your personal qualities, skills and motivation can be applied successfully to self-employment.</p>	<p><i>“It was very informative- people who don’t attend will miss out.”</i></p>
<p>By the end of the session you will:</p> <ul style="list-style-type: none"> ▪ Understand the key things every successful self-employed individual needs to know ▪ Understand the challenges, pitfalls & pleasures of self-employment ▪ Be aware of the advice you can get through MMU & local business support agencies 	<p>This workshop takes place twice per term.</p>

<h2><i>Successful interviews: get that job!</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>One job. Six candidates. Your turn in front of the interview panel. Only one thing will decide it – what you say and do in the next half hour. This is an interactive workshop which will give you the chance to explore that interview experience.</p>	<p><i>“It’s given me more information on the tactics of answering questions, thinking about preparation and knowing the company you’re applying for.”</i></p>
<p>By the end of the session you will:</p> <ul style="list-style-type: none"> ▪ Get practical advice to help minimise nerves & maximize your performance at interviews ▪ Learn how to prepare and how to handle those difficult interview questions ▪ Find out how to perform with confidence to make that lasting impression 	<p>This workshop takes place several times each term.</p>

<h2><i>Taking a Gap Year</i></h2>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Would you like to take a Gap Year after your degree but don't really know where to start? This workshop will give you a chance to assess your options when considering a year out after university.</p>	<p><i>“It was very informative.”</i></p>
<p>By the end of the session you will be able to:</p> <ul style="list-style-type: none"> ▪ Find out what you can gain from taking a gap year ▪ Explore your personal and professional goals ▪ Reflect on skills you can develop while away ▪ Get help with starting your planning 	<p>This workshop takes place once per term.</p>

<h2><i>Teamwork Essentials</i> <i>(Part of the Work Ready course)</i></h2>	<p>www.mmu.ac.uk/careers/events</p>
<p>Want to hit the ground running when you start your placement or first job after graduation? This 4 week course looks at key work skills, preparing students to be “Work Ready”. The 4 sessions are highly interactive and give excellent insight into how these essential skills are applied to the world of work. This course is ideal for students preparing for placement and for those in their final year starting on the transition between university and work.</p> <p>There is a commitment to attend the whole course (all 4 sessions) and each session lasts for 2 hours.</p>	<p>The first Work Ready course is planned for Spring Term.</p> <p>Work Ready can also be delivered within programmes of study.</p> <p>Contact us for further information.</p>
<p>By the end of this interactive session you will learn:</p> <ul style="list-style-type: none"> ▪ The features of a high performing team ▪ Benefits of team working ▪ How to find your preferred team role and make the most of your contribution to team success 	<p><i>This session is new for 2011/12</i></p>

<p><i>Volunteering for your employability</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Volunteering is a great way to enhance your university experience and your future employability. Becoming a Volunteer gives you the chance to gain extra experience alongside your degree, develop your employability skills and make a difference in your community.</p>	<p><i>“Very friendly, professional and well presented.”</i></p>
<p>By the end of the session you will be able to:</p> <ul style="list-style-type: none"> ▪ Know more about volunteering options which are available ▪ How to choose one that’s right for you ▪ Know what skills and knowledge you will develop by volunteering 	<p>This workshop takes place at least once per term.</p>

<p><i>Work experience: equip yourself with the skills employers want</i></p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p><i>“Experience required”</i> How often have you seen that in job adverts? More and more employers say they look for experience as well as qualifications. Work experience, whether it’s paid or voluntary, can help you develop a range of skills that will prove that you’ve done more than just your degree at university.</p>	<p><i>“Useful, clear, honest advice. I will be attending more workshops in future.”</i></p>
<p>By the end of this interactive session you will learn:</p> <ul style="list-style-type: none"> ▪ How to find work experience ▪ How to get the most out of it ▪ How to present it effectively to future employers 	<p>This workshop runs several times in the Autumn and Spring Terms.</p>

<p>Work Ready (Incorporating teamwork, leadership, project management and communication & influencing).</p>	<p>www.mmu.ac.uk/careers/events</p>
<p>Want to hit the ground running when you start your placement or first job after graduation? This 4 week course looks at key work skills, preparing students to be Work Ready. The 4 sessions are highly interactive and give excellent insight into how these essential skills are applied to the world of work. This course is ideal for students preparing for placement and for those in their final year starting on the transition between university and work.</p> <p>There is a commitment to attend the whole course (all 4 sessions) and each session lasts for 2 hours.</p>	<p>The first Work Ready course is planned for Spring Term.</p> <p>Work Ready can also be delivered within programmes of study.</p> <p>Contact us for further information.</p>
<p>By the end of this course you will have covered teamwork, leadership, project management and communication & influencing and will:</p> <ul style="list-style-type: none"> ▪ Learn about the meaning of these skills ▪ Apply these skills in an interactive learning situation ▪ Discover how these skills can be applied in the work-place 	<p><i>This session is new for 2011/12</i></p>

<p>You're Hired! How to survive Assessment Centres & get the job!</p>	<p>For the latest dates, times and locations, visit www.mmu.ac.uk/careers/events</p>
<p>Top companies use assessment centres as part of their recruitment and selection process. For them, they're a sure-fire way of getting the right people. For you, they're a challenging assault-course of individual and group tasks – and your goal is to be the last candidate left at the end.</p>	<p><i>“Very concise session that helped me understand what employers want from an applicant.”</i></p>
<p>By the end of the session you will:</p> <ul style="list-style-type: none"> ▪ Know how and why employers use assessment centres ▪ Know something about the kind of selection tasks that are used ▪ Have been given the chance to have a go at some of the tests. 	<p>This workshop takes place several times in the in Spring Term and during Summer term.</p>

Events from the Careers and Employability Service

The Careers and Employability Service will run a series of events across the University during 2011/12. Here is a selection of what we have planned.

Employability Week 2012

Employability Week offers you the opportunity to participate in presentations and workshops designed to develop your skills and kick start your career and is timed to coincide with the end of your final exams. The week is aimed at students graduating summer 2012 but all students and recent MMU graduates are welcome.

Attend this week to hear directly from employers, external speakers and our professionally-trained Careers & Employability Advisers. The event provides a wide range of information and advice, covering everything from creating effective CVs and selling your skills to employers, to networking and preparing for interviews. Sessions will also include advice for those hoping to boost their experience through volunteering or venture into self-employment; and all participants will have the chance to undertake the MMU Professional Passport Express.

Stop Press! Employability Week just got better – in 2012 we will aim to build on our successful Employability Week formula by involving more employers to improve your experience.

Employability Week will be run toward the end of May/early June 2012. The full programme of activities and details of times, dates and locations, will be available at www.mmu.ac.uk/employabilityweek by the end of the Spring Term 2012.

The Careers and Employability Service will also support a range of employability focussed **Faculty-based events** throughout the academic year. Here is a sample of confirmed events:

- Institute of Education (at Didsbury) – October 12th 2011
- Humanities, Law and Social Science – 31st October and 1st November 2011
- MMU Cheshire – 1st November 2011
- Science and Engineering – March 2012
- Health, Psychology and Social Care (at Elizabeth Gaskell) – May 2012
- MMU Business School - annual Placement Fair in November. Accounting and Finance Fair in March 2012.

We also provide support for a range of other events throughout the year including Innoflux - the inter-faculty business enterprise competition - and [ProDev Day](#).

For further information on these and other employability related events, visit www.mmu.ac.uk/careers/events or contact the Careers and Employability Service to discuss.

Additional training and development opportunities

Employability Online is a unique set of resources designed with MMU students in mind and provides a wide range of materials to help you develop your employability. You can access Employability Online through the 'Student Resources' area on [Moodle](#).

Further help

Other departments and services at MMU can provide you with help and support to assist you in developing your knowledge and skills. These include:

English Language Service for International Students

www.mmu.ac.uk/elsis

Counselling

www.mmu.ac.uk/academic/studserv/counselling

Learner Development Service

www.mmu.ac.uk/learnerdevelopment

Student Support Officers

www.mmu.ac.uk/sas/studentservices/student-support-officers.php

MMU International

www.mmu.ac.uk/international

Research, Enterprise & Development

www.red.mmu.ac.uk

Centre for Enterprise

www.mmucfe.co.uk

This document is available in alternative formats upon request.
Please email careers@mmu.ac.uk or call 0161 247 3483