

# Move on, Get ahead with CALAT

Croydon Adult Learning  
And Training

Our **free** Jobquest Employability Programme\* will strengthen your range of essential employability skills for the job market.

## Job search with confidence

Thursday's - 13.00 -15.00

- **Hone your career goals**
- **Understand your skills profile**
- **Know where to job search**
- **Contacting employers**

## Your professional C.V.

Thursday's - 13.00 -15.00

- **Create a layout and content to get yourself noticed.**
- **Write the perfect personal profile**

## Public sector applications

Thursday's - 13.00 -15.00

- **Write powerful supporting statements**
- **Meet employers criteria with focused content**

## Interview with confidence

Thursday's - 13.00 -15.00

- **Planning the right way**
- **Prepare with confidence**
- **Presentation including a mock interview**

## Perfect Presentations

Thursday's - 13.00 -15.00

- **Produce engaging content**
- **Understand your audience**
- **Conquer nerves**
- **Present in style**

\*Sign up for one or all of the modules. Courses will run every Thursday until further notice. All modules will be delivered online.

For more information and to enrol email:

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