Are you looking to create or update your CV? or refresh how to prepare for an Interview? L&OD are now offering 2 workshops delivered via MS Teams, for more details click the images below. The sessions will be running throughout the summer. You can add your name to the Staff Connect waitlists now.

**CV Writing Skills**

Pathways is a Career Development Programme. This is not a new blended programme delivered via Moodle Modules & MS Workshops. It provides colleagues within professional services departments the opportunity to explore their career pathway and support them with:

- Self-awareness
- Learn and develop new skills
- Explore and define their career pathways.

**Interview Skills**

Pathways Programme Includes:

- Career Planning
  - Strengths and Development Needs
  - Signposting opportunities
  - Development Goals – Personal pathway
- CV Writing
  - What to include, what not to include
  - Personal statements
- Interview Skills
  - Making the application
  - What to expect and how to prepare
  - Giving a good interview
  - Personal presence
  - Structuring answers and questions

Add your name to the Waitlist for the cohort starting on the 30th June in Staff Connect—search for Pathways.

---

**Come and Join our MS Team**

**HR-LOD Staff Training**

This is a new place for information on the range of training and events that your L&OD Team offer and are running. Click the on the images & join our MS Team Channel.

---

**Employee Apprenticeships News** If you would like more information contact Loretta Izod L.Izod@kent.ac.uk

- Apprenticeships are for everyone of any age, for existing employee to access to support your self and career development.
- Apprenticeships are 100% funded as are paid for through the levy funds
- You can start an Apprenticeship at any time
- There are Apprenticeships in a huge range of job roles and levels

---

Please click here to subscribe to newsletter and Click here to follow the L&OD team on Twitter.