



**Manchester Adult Education  
Make It Happen Webinars**

**w/c 26th April**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Creating a CV to get noticed**

**w/c 3rd May**

Wednesday 2pm  
Friday 10am

**Nailing that Job Application**

**w/c 17th May**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Cover Letters**

**w/c 24th May**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Interview Preparation 1**

**w/c 7th June**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Identifying your Strengths**

**w/c 14th June**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Building Confidence and Resilience**

**w/c 28th June**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Networking on Social Media**

**w/c 5th July**

Monday 7pm  
Wednesday 2pm  
Friday 10am

**Interview Preparation 2**



## **Creating a CV to get noticed**

- Personal Profiles to impress
- What to include
- Common mistakes

## **Nailing that Job Application**

- Meeting the job specification
- Transferable skills
- Standing out

## **Cover Letters**

- Role of YOUR cover letter
- Best Structure
- Making it impactful

## **Interview Preparation 1**

- Answering tricky questions
- Using STAR method
- Your strengths

## **Identifying your Strengths**

- Exploring your strengths
- Get specific
- Leaning in

## **Building Confidence and Resilience**

- Boosting self-esteem
- Defining confidence
- Bouncebackability and Helpful Habits

## **Networking on Social Media**

- Using social media
- Finding opportunities
- Boosting your online presence

## **Interview Preparation 2**

- Practise and preparation
- Do your homework
- Positive Mindset