

Are you job hunting? Has your confidence been knocked through losing your job and interview rejections? Are you finding it hard to even get to the interview stage?

We would like to share with you some razor sharp strategies to improve your chances
– from searching for a position through to accepting employment with the

Vocal, Visual & VITAL *Interview Skills Workshop*

Presented by **Executive Voice – The Colour Connexion – Cooper Clarke** – in association with **The Hot Office**

Vocal, Visual & Vital is a course run over two half days, designed to equip you with invaluable knowledge and strategies for achieving your goal – a job you want.

Focusing on the key skills for Making an Impact when applying for and being interviewed for a job, the seminars include:

- Recognition of skills and experience
- Applying for a job – presenting yourself on paper and on the telephone
- Preparation for the job interview
- Focus on your visual impact and impression you make
- Strategies for being positive and confident before and during the interview
- Ensuring your voice and body language is confident and positive
- Negotiating – how to value your experience and expertise in a challenging market
- Surviving the first week in your new job

Your trainers for this workshop will be leading experts in their fields:

Susan Heaton-Wright
Vocal and Communications Trainer
Tel: 0844 576 3015
www.executivevoice.co.uk

Colleen Oakley
Image Coach
Tel: 07930 324 034
www.colourconnexion.co.uk

Veronica Cooper
Executive Coach & Business Skills Trainer
Tel: 0845 0559 055
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Date Thursday 14th May &
Friday 22nd May 2009

Venue Hot Office Business Centre
Spectrum House, Dunstable Road,
Redbourn, St Albans AL3 7PR

Time 09:30 Registration – 13:00 Finish

Investment for this workshop is just £80.00
Book & pay online at:
www.nsn-productions.com/vvv.html

SUSAN HEATON-WRIGHT



COLLEEN OAKLEY



VERONICA COOPER



THE HOT OFFICE

