

## **DBM Course Objectives**

Below brief summaries of the course objectives for the seminars/workshop offered to you as part of your support provided by University of Glasgow

### **CV Writing Seminar**

- Structure a winning CV
- Craft accomplishment statements that give evidence of the skills and experience being sold in the CV
- Write a summary statement that shows who you are and what you have to offer
- Write a powerful CV that gets the reader's attention and is positioned to get you an interview

### **Interview Skills Seminar**

- Explore key areas of selection methodology
- Develop your expertise at interview
- Provide an opportunity to put it into practice

### **Successful Retirement Workshop**

- Dealing with Change
- Taking Stock & Understanding Yourself More
- Managing your Finances
- Action Plan for the future

### **Start Your Own Business Workshop**

- Assess whether you are ready to start your own business right now
- Ways in which you can make use of tax efficient provisions to avoid overpaying tax
- How to go about marketing your business idea
- Creating a business plan
- What professional selling is all about
- Mistakes to avoid when starting your own business