

# BUSINESS MANAGEMENT, ACCOUNTING AND INFORMATICS MSc

## SPRING EVENTS PROGRAMME

### TIMETABLED WORKSHOPS

#### 2 Hour Jobs Search

5th March 2018, 4 - 6pm  
Palmer G10, Whiteknights

This interactive lecture is based on the book *The 2 Hour Job Search* by Steve Dalton. It outlines a streamlined job search approach that shows you how to select, prioritize and contact prospective employers so you can land that critical first interview. You will need your laptop charged with a full battery for this session!

#### CVs, Covering Letters and Application Forms

12th March 2018, 4 - 6pm  
Palmer G10, Whiteknights

This session will equip you with the basics of writing a great CV. It will give you the opportunity to assess examples of good and bad CVs and cover letters.

#### Interviewing with Confidence

19th March 2018, 5 - 7pm  
Palmer G10, Whiteknights

This session explains the different types of interviews you are likely to experience and how to prepare mentally and practically for these.

### OPTIONAL EVENTS

#### WEBINARS

#### Monique Valcour on Avoiding Burnout and Building Resilience

8th February 2018, 6.30 - 7.45pm

Relentless stress at work threatens not only our wellbeing and performance but also our health and career. In this webinar Monique Valcour, management professor and author, presents the current research into the causes of burnout, shows how to judge if we are at risk, and proposes a range of strategies we can use to escape toxic environments and improve our situations.

To book please register here:

[avoiding-burnout.eventbrite.co.uk?discount=henley](http://avoiding-burnout.eventbrite.co.uk?discount=henley)



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