

GRADUATE TRAINING PROGRAMME



87%

of Quest students secured employment
within 8 weeks of graduating in 2017

The Graduate Training Programme is the ideal **next step for university graduates** who want to polish their career prospects and gain the vital business skills required for the workplace, which may be missing from their CVs.

This **short, fast-paced course** will help you develop the technical ability to meet the demands of today's job roles, concentrating on personal development, public speaking, presentation skills and overall career confidence to **help prepare you for the challenges presented by recruitment and working life.**

The Quest in-house recruitment team maintains an impressive network of long-standing relationships with employers all over London, so when the time comes for job hunting, there are plenty of opportunities available to our students.

To find out more about this training programme, please call
020 7233 5957



5 Grosvenor Gardens
London SW1W 0BD
www.questprofessional.co.uk
info@questprofessional.co.uk

Entry Requirements: University Degree

Course Duration: 12 weeks

COURSE CONTENT

- Business Finance
- Business Law
- Career Development
- Current Affairs
- Diary Management
- Introduction to Events Management
- Introduction to Sales & Negotiations
- Introduction to Social & Digital Media
- Leadership & Management
- Managing Meetings
- Marketing



- MBTI Type Indicators
- MS Office: Word, PowerPoint, Excel, Outlook
- Office Skills
- Presentation Training & Corporate Image

Course content is regularly reviewed in line with current job market requirements, so may be subject to change