

Careers Springboard West Berkshire



European Union
European Social Fund
Investing in jobs and skills

Careers Springboard West Berkshire is a self-help group supporting out-of-work professionals, executives and managers in the West Berkshire area who are seeking employment. Since 2007 it has been a volunteer-led organisation originally funded by the Branshaw Foundation [Now The Foundation for Jobseekers Ltd]. In recent years we have received additional funding from Newbury Town Council, The Greenham Common Trust, West Berkshire Council and the European Social Fund.



THE SELF-HELP GROUP
SUPPORTING JOB SEEKING
MANAGERS & PROFESSIONALS
IN WEST BERKSHIRE

Programme
Apr – Jul 2013

A series of **free** workshops and advice sessions on improving your job-seeking skills, especially those who are currently out of work.

Job seeker benefits include

- **Meetings** – weekly meetings for practical tips (see overleaf)
- **Individual Guidance Sessions** – personalized help on job search
- **Hand-outs** - hand-outs of each meeting's slides and notes
- **Work Sheets** - guidance notes, checklists, dos and don'ts
- **Weekly emails** - Emails about meetings and other news
- **Job Vacancy Information** - from other job clubs and our alumni
- **Interview Practice** - in conjunction with *The Watermill* theatre
- **and more**

There is no charge for our meetings or these benefits.

For further information contact us on 01635 253447 or email:
enquiries@careerswestberks.org.uk

Volunteers

If you are interested in helping others re-launch their careers and can volunteer some of your time - as little as twice a year - or more frequently if you can, then why not apply to become a speaker, mentor or help in another way.

For further information contact George Athorn on 01635 253447 or email:
volunteers@careerswestberks.org.uk

Employers

If you are making some of your employees redundant, or you are recruiting, or seeking personal development opportunities for your staff, then why not contact us to see if we can help. For further information contact email:

employers@careerswestberks.org.uk

Learn to:

- Make your CV have impact
- Find 'hidden' jobs
- Network more effectively
- Market your capabilities
- Be successful at interviews
- and much, much, more ...

For further information visit our website
www.careerswestberks.org.uk

04/2013

Details inside and at:
www.careerswestberks.org.uk

Careers Springboard West Berkshire: Programme Apr - Jul 2013

- Apr 16 Getting Started (Basics)**
The A-D of getting a job; developing an action plan and marketing yourself
Speaker: George Athorn / David Skyrme
- Apr 23 Coping with Redundancy**
Dealing with the practicalities of job seeking and coping with relationships and stress, practical advice
Speakers: Sonia Willmot / George Athorn
Sushi: 'State of the Market' - John O'Brien
- Apr 30 Preparing Your CV**
Different formats of CV and how to develop one that is right for you, creating impact with your key marketing document
Speaker: David Skinner
- May 07 Responding to Adverts / The Written Word**
Where to look, how to read between the lines and prepare your response; how to deal with on-line applications and write effective covering letters / emails and fill in the blank spaces on application forms
Speaker: George Athorn
- May 14 The Interview**
Increase your success rate at interviews through preparation, presentation and coping with those awkward questions
Speakers: Adrian Foster-Fletcher / George Athorn
- May 21 Tell Me About Yourself**
Hone your response to this most frequently asked question asked by agencies and prospective employers
Speaker: Bob Cooke
- May 28 Mentoring Day**
Opportunities for 1-on-1 guidance during the half-term break,
Induction-PLUS and JobSkills-PLUS
- Jun 04 How Recruiters Work**
How to get the best out of employment agencies, head hunters and HR departments
Speaker: Adrian Foster-Fletcher
- Jun 11 Your Other Choices**
Think about something different using your transferable skills, such as a career change, a portfolio of jobs or starting your own business
Speaker: Michelle Lucas
- Jun 18 Hone Your Phone Technique**
Learn how to plan your calls and hone your scripts - includes a practical session to help you get past the gatekeepers
Speakers: Bob Cooke / George Athorn
- Jun 25 The Hidden Job Market (1): Networking**
Over 70% of jobs are not advertised. How to use personal networking and LinkedIn to unearth these hidden opportunities and get connected to those who can give you a job
Speakers: David Skyrme / LinkedIn - John Estdale
- Jul 02 The Hidden Job Market (2): The Direct Approach**
Turning recruitment on its head! How to make direct approaches to employers and encourage them to create a job just for you!
Speakers: David Skyrme / Roger Hunt
- Jul 09 What Employers Look For**
Learn what it's like from the other side and get some tips on how you can make yourself seem the ideal candidate
Speaker: Louise Harris
- Jul 16 What Works and Review** - a general session sharing tips
- Jul 24- Sep 04 Summer Programme**
Mostly pre-booked **Induction-PLUS and JobSkills-PLUS**



Continued - 'Sushi Bar Sessions' – Tuesdays 1500 - 1600
45 minute 'sushi bar' sessions on requested topics arranged on Tuesdays according to demand. Details for members in weekly emails (in addition to the first one listed above).
New this session - Induction-PLUS and JobSkills-PLUS: more in depth 1-on-1s to help you with your job search. Pre-booked sessions held most Tuesdays and Thursdays.

All meetings take place on Tuesday afternoons at the
Town Hall, Market Place Newbury.

[Please use the entrance in Mansion House Street.]

Refreshments available from 12.45pm.

The workshops start at 1.00pm.

Meetings are free of charge.

