

## Careers Springboard West Berkshire



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 2006 it has been a volunteer-led organisation.



We are a founding member of the Foundation for Jobseekers Ltd, a network of job clubs in the Thames Valley. We currently receive no public funding and rely on funding from Trusts and Foundations.

### Job seeker benefits include

- **Meetings** – weekly meetings for practical tips (see overleaf)
- **Individual Guidance Sessions** – personalised 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 F4Jobseekers Clubs
- **Interview Practice** – mock interviews and 1-on-1 coaching
- **LinkedIn** – special group for job-seekers in our network
- **and more ....**

**There is no charge for our meetings or these benefits.**

For further information contact us on 01635 254151 or email: [enquiries@careerswestberks.org.uk](mailto: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 Adrian Foster-Fletcher on email: [volunteers@careerswestberks.org.uk](mailto: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](mailto:employers@careerswestberks.org.uk)

For further information visit our website  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)



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

## Programme January to March 2018

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

Learn to:

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

**Registered Charity No. 1156672**

Details inside and at:  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

# Careers Springboard West Berkshire: Programme January - March 2018

## Broadway House, Newbury, Wednesdays, 1.45pm



We meet at Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA. Mostly in conference Room G9 on the ground floor. Opens 1.30 – 1.45. If you are late you will need to telephone for access from a phone in the main corridor. Nearest parking: Pelican Lane

Each week the main meeting includes a 15 min “Tell Me About Yourself”, a 30 min “Hear and Share” followed by a main workshop (topics shown below) which runs to around 3.45pm. We occasionally insert additional mini-sessions in which case the meeting runs to around 4.15pm. Mini-sessions will be announced in the weekly emails that go out to our job seekers.

**Meetings are free of charge to registered job seekers**

### 3 Jan **Getting Started (Basics)**

Following a review of the current job market, we give an overview of the A-E of getting a job, creating your job search strategy, organising your job search approach and marketing yourself.

*Presenter: Scot Whetton*

### 10 Jan **Tell Me About Yourself**

Hone your response to this most frequently asked question asked by agencies and prospective employers.

*Presenter: Leonie Cooke*

### 17 Jan **Responding to Adverts**

Where to look, how to read between the lines and prepare your response.

*Presenter: David Skyrme*

### 24 Jan **The Interview**

Increase your success rate at interviews by preparation, presentation and coping with those awkward questions.

*Presenter: Adrian Foster-Fletcher*

### 31 Jan **Using LinkedIn Effectively**

LinkedIn can help you find and develop those contacts who can help you get your next job. In this session we login to LinkedIn and share profiles and tips for getting the most out of this vital networking tool.

*Presenter: David Skyrme*

### 7 Feb **Preparing Your CV**

We review different formats of CV and discuss how to develop one that is right for you. We critique each other's CVs, so bring along a few copies of your own.

*Presenter: Scot Whetton*

### 14 Feb **Half-Term Break**

### 21 Feb **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

*Presenter: Leonie Cooke*

### 28 Feb **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

*Presenter: Adrian Foster-Fletcher*

### 7 Mar **The Hidden Job Market (1) – Networking**

Over 70% of jobs are not advertised. How to use personal networking and LinkedIn to unearth those hidden opportunities and get connected to those who can give you a job.

*Presenter: David Skyrme*

### 14 Mar **The Hidden Job Market (2) – The Direct Approach**

How to make direct approaches to prospective employers through better targeting and by developing a compelling 'value proposition'

*Presenters: Roger Hunt and David Skyrme*

### 21 Mar **Hone Your Phone Technique**

Learn how to plan your calls and hone your scripts. A practical session using telephone handsets to help you get past the gatekeepers.

*Presenter: Leonie Cooke*

### 28 Mar **How Recruiters Work**

How to get the best out of employment agencies, head hunters and HR departments.

*Presenter: Adrian Foster-Fletcher*

### 18 Apr **Summer programme starts after Easter break.**