



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

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

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

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



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

Programme September to December 2021

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

Careers Springboard West Berkshire: Programme September to December 2021

Meetings either at Broadway House or on Zoom, Wednesdays



For this programme we are running some meetings on Zoom (as we have from Spring 2020) and others at our normal venue of Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA.

Zoom meetings start at 10am*
Face-to-face meetings start at 2pm.

- 15 Sep Getting (Re)started (Zoom)**
(10am) Latest updates on the job market. The A-E framework of the main ways to get a job.
Presenter: David Skyrme Host: Adrian Foster-Fletcher
- 22 Sep Competency-based Interviews (Broadway House)**
(2pm) In this common form of interview you need to have real examples using the STAR approach that demonstrate your competences.
Presenter: John Newell Host: Charles Fowler
- 29 Sep What Employers Look For (Zoom)**
(10am) Learn what it's like from the other side and get some tips on how you can make yourself seem the ideal candidate.
Presenter: Adrian Foster-Fletcher Host: Peter Adams
- 6 Oct Preparing Your CV (Broadway House)**
(2pm) 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: David Skyrme Host: John Newell
- 13 Oct The Hidden Job Market (1) – Networking (Zoom)**
(10am) Over 70% of jobs are not advertised. How to use personal networking and LinkedIn to unearth those hidden opportunities.
Presenter: David Skyrme Host: Jan Dixon
- 20 Oct Mentoring Day (Half-term)**
Some volunteers will be available for pre-booked 1-on-1 mentoring
- 27 Oct Preparing for Interview (Broadway House)**
(2pm) Increase your success rate at interviews by preparation, presentation and coping with those awkward questions.
Presenter: Adrian Foster-Fletcher Host: Ian Vickerage

* Login details for Zoom will be emailed to those who register

Each week the main meeting includes a short "Tell Me About Yourself", a "Hear and Share" in which job seekers update on their progress and tips are shared. Then follows the main workshop.

Please register before you attend your first meeting

Register at www.careerswestberks.org.uk/info/jobseekers.htm

- 3 Nov Tell Me About Yourself (Broadway House)**
(2pm) Hone your response to this most frequently asked question asked by agencies and prospective employers.
Presenter: Adrian Foster-Fletcher Host: Ian Vickerage
- 10 Nov Using LinkedIn Effectively (Zoom)**
(10am) How to use LinkedIn to help you get your next job. In this session we login to LinkedIn and share profiles and tips.
Presenter: Peter Adams Host: Jan Dixon
- 17 Nov The Hidden Job Market (2) – The Direct Approach (Broadway House)**
(2pm) How to make direct approaches to prospective employers through better targeting and by developing a compelling 'value proposition'
Presenter: David Skyrme Host: John Newell
- 24 Nov Responding to Adverts (Zoom)**
(10am) When hundreds are applying for the same job, how do you decide whether and how to reply? This session helps you read between the lines, decide if it's worth your time and prepare your response.
Presenter: Jan Dixon Host: David Skyrme
- 1 Dec How Recruiters Work (Broadway House)**
(2pm) How to get the best out of employment agencies, head hunters and HR departments.
Presenter: Adrian Foster-Fletcher Host: Ian Vickerage
- 8 Dec Your Other Choices (Zoom)**
(10am) 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 Host: Peter Adams
- 15 Dec Review – Sharing Experiences (Zoom)**
(10am)
- 5 Jan Start of Spring 2022 Programme**