



## 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 April 2022

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 September to December 2021

## Meetings either at Broadway House or on Zoom, Wednesdays



Our normal venue is Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA. However, due to COVID-19 our meetings are currently

**Every Wednesday on Zoom starting at 10am**  
Login details are 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](http://www.careerswestberks.org.uk/info/jobseekers.htm)

### 12 Jan Getting (Re)started

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*

### 19 Jan Tell Me About Yourself

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

*Presenter: Adrian Foster-Fletcher Host: Ian Vickerage*

### 26 Jan 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: John Newell Host: Charles Fowler*

### 2 Feb Preparing Your CV

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: Adrian Foster-Fletcher Host: Charles Fowler*

### 9 Feb 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.

*Presenter: David Skyrme Host: Peter Adams*

### 16 Feb Preparing for Interview

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

*Presenter: Adrian Foster-Fletcher Host: John Newell*

### 23 Feb Mentoring Day (Half-term)

Some volunteers will be available for pre-booked 1-on-1 mentoring

### 2 Mar Competency-based Interviews

In this common form of interview you need to have real examples using the STAR approach that demonstrate your competences.

*Presenter: John Newell Host: Ian Vickerage*

### 9 Mar Using LinkedIn Effectively

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: David Skyrme*

### 16 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'

*Presenter: David Skyrme Host: Charles Fowler*

### 23 Mar Responding to Adverts

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: David Skyrme Host: John Newell*

### 30 Mar How Recruiters Work

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

*Presenter: Adrian Foster-Fletcher Host: Ian Vickerage*

### 6 Apr 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 Host: Peter Adams*

**Easter Break**

### 27 Apr Start of Spring 2022 Programme