



## 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 07973 802916 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 2024

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 to April 2024

## Wednesdays, 1.45pm



We normally meet at Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA.

However, depending on numbers we may have some meetings virtually using Zoom. Registered job seekers will receive weekly emails with details.

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.

**Meetings are free of charge to job seekers who register**

### 10 Jan **Getting (Re)started**

The current state of the job market and how to approach it. An overview of the different ways of getting a job.

*Presenter: David Skyrme Host: James Gardiner*

### 17 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: David Skyrme*

### 24 Jan **What Employers Are Looking 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: Adrian Foster-Fletcher Host: David Skyrme*

### 31 Jan **Preparing A Winning CV**

How to develop one that is right for you. We critique each other's CVs, so be ready to share your own.

*Presenter: David Skyrme Host: James Gardiner*

### 7 Feb **Coping With Unemployment**

Facing reality and how to cope – finances, relationships, stress etc. How to get organised and plan your job search.

*Presenter: Dorothy Nesbit Host: Adrian Foster-Fletcher*

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

No formal meeting. However, some volunteers may be available for a 1-on-1 session (must be pre-booked).

### 21 Feb **Preparing for Interview**

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

*Presenter: Adrian Foster-Fletcher Host: James Gardiner*

### 28 Feb **The Hidden Job Market – Networking and Direct Approaches**

Over 70% of jobs are not advertised. How to use personal networking and LinkedIn to unearth those hidden opportunities, and then following up with a direct approach.

*Presenter: James Gardiner Host: David Skyrme*

### 6 Mar **Competency-based Interviews**

In this common form of interview you need to have real examples using the STAR approach that demonstrate your competences. We may do role play – so be prepared!

*Presenter: Dorothy Nesbit Host: Adrian Foster-Fletcher*

### 13 Mar **How To Use Recruiters**

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

*Presenter: Adrian Foster-Fletcher Host: Dorothy Nesbit*

### 20 Mar **Using LinkedIn Effectively**

Advanced features of LinkedIn you can use to stand out from the crowd. We log in to LinkedIn and share profiles and tips.

*Presenter: David Skyrme Host: Dorothy Nesbit*

### 27 Mar **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: James Gardiner Host: David Skyrme*

### 3 Apr **Easter Break – Summer Programme starts 10 April**