



## 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 September to December 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 September to December 2024

## Wednesdays, 1.45pm



We normally meet at Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA. Meetings start at 1.45pm and usually end around 3.30pm.

Occasionally we have meetings virtually using Zoom. Registered job seekers will receive weekly emails with handouts and details of future meetings.

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**

- 11 Sep 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*
- 18 Sep Tell Me About Yourself**  
Hone your response to this most frequently asked question asked by agencies and prospective employers.  
*Presenter: Adrian Foster-Fletcher*
- 25 Sep 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: Dorothy Nesbit*
- 2 Oct 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: James Gardiner*
- 9 Oct Preparing A Winning CV**  
How to develop one that is right for you. We critique each other's CVs, so please bring copies or email to presenter before the meeting.  
*Presenter: Adrian Foster-Fletcher* *Host: Charles Fowler*
- 16 Oct Preparing for Interview**  
Increase your success rate at interviews by preparation, presentation and coping with those awkward questions.  
*Presenter: Charles Fowler* *Host: Adrian Foster-Fletcher*
- 23 Oct 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: Graham Storey*
- 30 Oct Half term.** No formal meeting. However, some volunteers may be available for pre-booked 1-on-1 advice sessions.

- 6 Nov 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: David Skyrme*
- 13 Nov Using LinkedIn Effectively (Zoom meeting)**  
Advanced features of LinkedIn you can use to stand out from the crowd. We log in to LinkedIn and share profiles and tips.  
*Presenter: Peter Adams*
- 20 Nov 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: James Gardiner* *Host: Graham Storey*
- 27 Nov 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: Graham Storey* *Host: Adrian Foster-Fletcher*
- 4 Dec 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: Graham Storey*
- 11 Dec How To Use Recruiters**  
How to get the best out of employment agencies, head-hunters and HR departments.  
*Presenter: Adrian Foster-Fletcher* *Host: Charles Fowler*
- 18 Dec Review Discussion Meeting (Kings Café)**  
In this last meeting before Christmas we share experiences of what has worked well and what we have learnt from what didn't go well

**Christmas Break – Spring Programme starts 8 Jan**