

## 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 a new job. It is a volunteer-led organisation supported by the Branshaw Foundation, nextstep Berkshire, Newbury Town Council, and The Greenham Common Trust.



### Job seeker benefits include

- **Meetings** – weekly meetings for practical tips (see programme)
- **Individual Guidance Sessions** – personalized 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 Database** - Access to a country-wide database of jobs
- **Adult Directions** - A career planning tool
- **Interview Practice** - 1-on-1 interviewing practice
- **and more** ....

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

For further information contact our membership officer on 07803 715374 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 George Athorn on 01635 253447 or 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 Heather Luff: 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**

**Programme  
May - July 2008**

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

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Learn to:

- Make your CV have impact
  - Find 'hidden' jobs
  - Network more effectively
  - Market your capabilities
  - Be successful at interviews
  - and much, much, more ...
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Details inside and at:  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

# Careers Springboard West Berkshire: Programme May - July 2008

- April 29**    **Getting Started (Basics)**  
The A-D of getting a job; developing an action plan and marketing yourself  
*Speaker:* Heather Luff
- May 6**    **Coping with Redundancy**  
Dealing with the practicalities and coping with relationships and stress  
*Speaker:* Lesley Gaudin
- May 13**    **Preparing Your CV**  
Different formats of CV and how to develop one that is right for you  
*Speaker:* David Skinner
- May 20**    **Tell Me About Yourself**  
Hone your response to this most frequently asked question asked by agencies and prospective employers  
*Speaker:* Bob Cooke
- May 27**    **Mentoring Day**  
Opportunities for individual guidance during the half-term break
- June 03**    **Responding to Adverts**  
Where to look, how to read between the lines and prepare your response  
*Speaker:* George Athorn
- June 10**    **How Recruiters Work**  
How to get the best out of employment agencies, head hunters and HR departments  
*Speaker:* Hugh Miller
- June 17**    **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  
*Speaker:* David Skyrme
- June 24**    **The Hidden Job Market**  
Over 70% of jobs are not advertised; how to tap into this hidden market through personal networking, making direct approaches to employers.  
*Speaker:* David Skyrme
- July 1**    **The Written Word – covering letters, direct mail and forms**  
How to write effective covering letters, and fill in the blank spaces on application forms. How to get your message across when writing speculative letters to employers.  
*Speaker:* David Skinner
- July 8**    **The Interview**  
Increase your success rate at interviews through preparation, presentation and coping with those awkward questions  
*Speaker:* Lesley Corina / John Newell
- July 15**    **Hone Your Phone Technique**  
Learn how to plan your calls and hone your scripts - includes a practical session to help you get past the gatekeepers  
*Speaker:* Michael Pritchard
- July 22**    **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  
*Speaker:* Michelle Lucas
- July 29**    **What Works and Review**  
A wrap-up session where members share experiences with each other of what has worked well for them.

All meetings take place on Tuesday afternoons at the  
Town Hall, Market Place Newbury.  
[Please use the entrance in Mansion House Street.]

Refreshments available from 12.45pm.  
The workshop starts at 1.00pm.  
Individual guidance sessions (pre-booked) start at 3.00pm.  
Longer sessions can be booked on Thursdays (by arrangement)  
Meetings are **free of charge**.