

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

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

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 David Skinner: 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

Programme April - July 2009

A series of **free** workshops and advice sessions on improving your job-seeking skills, especially 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 ...
-

Details inside and at:
www.careerswestberks.org.uk

Careers Springboard West Berkshire: Programme April - July 2009

- April 21 Getting Started (Basics)**
The A-D of getting a job; developing an action plan and marketing yourself
Speaker: David Skyrme / George Athorn
- April 28 Coping with Redundancy**
Dealing with the practicalities and coping with relationships and stress
Speaker: Sonia Willmot / George Athorn
- May 05 Preparing Your CV**
Different formats of CV and how to develop one that is right for you
Speaker: David Skinner
- May 12 Tell Me About Yourself**
Hone your response to this most frequently asked question asked by agencies and prospective employers
Speaker: Bob Cooke / Nigel Henty
- May 19 Responding to Adverts**
Where to look, how to read between the lines and prepare your response
Speaker: Abigail Chisnall / George Athorn
- May 26 CV Master Class**
A special class with Hugh Miller during the half-term break
- June 02 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: Patrick Fidgen / David Skyrme
- June 09 How Recruiters Work**
How to get the best out of employment agencies, head hunters and HR departments
Speaker: Hugh Miller

CV*

CV*

- June 16 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: Roger Hunt / David Skyrme
- June 23 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
- June 30 The Interview**
Increase your success rate at interviews through preparation, presentation and coping with those awkward questions
Speaker: John Newell
- July 07 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: Isabella Kerr / George Athorn
- July 14 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: Paul Savage / Michelle Lucas
- July 21 What Works and Review**
A wrap-up session where members share experiences with each other of what has worked well for them.

CV*

CV*

CV*

= CV Master Classes these weeks (usually Thursdays)

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**.