

## Careers Springboard West Berkshire



European Union  
European Social Fund  
Investing in jobs and skills

This project is funded by:



Leading learning and skills

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. Since 2007 it has been a volunteer-led organisation supported by the Branshaw Foundation, Berkshire Community Fund, Newbury Town Council, The Greenham Common Trust, and West Berkshire Council and LSC Community Learning Programme



### Job seeker benefits include

- **Meetings** – weekly meetings for practical tips (see overleaf)
- **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 Information** – From Thames Valley Executive Job Clubs
- **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 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 Jan - Apr 2010

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 Jan – Apr 2010

- Jan 05**     **Getting Started (Basics)**  
The A-D of getting a job; developing an action plan and marketing yourself  
*Speaker: David Skyrme / George Athorn*
- Jan 12**     **Coping with Redundancy**  
Dealing with the practicalities and coping with relationships and stress  
*Speakers: Sonia Wilmott*
- Jan 19**     **Preparing Your CV**  
Different formats of CV and how to develop one that is right for you  
*Speakers: David Skinner*
- Jan 26**     **Tell Me About Yourself**  
Hone your response to this most frequently asked question asked by agencies and prospective employers  
*Speakers: Bob Cooke/ Nigel Henty*
- Feb 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: David Skyrme / Patrick Fidgen*
- Feb 09**     **Responding to Adverts**  
Where to look, how to read between the lines and prepare your response  
*Speakers: John O'Brien / George Athorn*
- Feb 16**     **Mentoring Day**  
Opportunities for individual guidance during the half-term break (must be pre-scheduled) 
- Feb 23**     **How Recruiters Work**  
How to get the best out of employment agencies, head hunters and HR departments  
*Speaker: Hugh Miller*
- Mar 02**     **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.  
*Speakers: Roger Hunt / David Skyrme*
- Mar 09**     **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*
- Mar 16**     **The Interview**  
Increase your success rate at interviews through preparation, presentation and coping with those awkward questions   
*Speaker: John Newell / Simon Darnton*
- Mar 23**     **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  
*Speakers: Isabella Kerr / George Athorn*
- Mar 30**     **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  
*Speakers: Janet Rutherford / Michelle Lucas*
- Apr 06**     **Mentoring Days** – more opportunities for individual guidance  
& during the Easter break (must be pre-scheduled)
- Apr 13** 



= CV Master class on Thursday of this Week  
For registered members only

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.  
Meetings are **free of charge**.