

## 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 who are seeking employment. Since 2007 it has been a volunteer-led organisation originally funded by the Branshaw Foundation [Now The Foundation for Jobseekers Ltd], Berkshire Community Fund, Newbury Town Council, The Greenham Common Trust, and West Berkshire Council.



Programme is sponsored by



Supported by



### 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 other Thames Valley Executive Job Clubs
- **Interview Practice** - 1-on-1 interviewing practice
- **and more** ....

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

For further information contact us on 01635 253447 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)

## THE SELF-HELP GROUP SUPPORTING JOB SEEKING MANAGERS & PROFESSIONALS IN WEST BERKSHIRE

## Programme Jan – Apr 2012

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 ...
- 

01/2012

For further information visit our website  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

Details inside and at:  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

# Careers Springboard West Berkshire: Programme Jan – Apr 2012

- Jan 03 Getting Started (Basics)**  
The A-D of getting a job; creating and marketing yourself  
*Speakers:* George Athorn / David Skyrme
- Jan 10 Coping with Redundancy**  
Dealing with the practicalities and coping with relationships and stress  
*Speaker:* Sonia Willmot
- Jan 17 Tell Me About Yourself**  
Hone your response to this most frequently asked question asked by agencies and prospective employers  
*Speakers:* Bob Cooke / Nigel Henty  
**3pm Sushi:** *LinkedIn - Mike Aitken*
- Jan 24 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:* John Refaussé  
**3pm Sushi:** *Mondo Challenge - Arvind Malhotra*
- Jan 31 Responding to Adverts**  
Where to look, how to read between the lines and prepare your response; dealing with on-line applications  
*Speaker:* David Skinner
- Feb 07 Preparing Your CV**  
Different formats of CV and how to develop one that is right for you; creating impact with your key marketing document  
*Speaker:* David Skinner  
**3pm Sushi:** *Volunteer Centre West Berks - Garry Poulson*
- Feb 14 Mentoring Day**  
Opportunities for 1-on-1 guidance during the half-term break, or a 'Sushi Bar' topic
- Feb 21 How Recruiters Work**  
How to get the best out of employment agencies, head hunters and HR departments  
*Speaker:* George Athorn
- Feb 28 The Written Word**  
How to write effectively, and fill in the blank spaces on application forms; how to get your message across when writing covering letters  
*Speakers:* David Skinner / Linda Sutcliffe
- Mar 06 The Hidden Job Market (1) - Networking**  
Over 70% of jobs are not advertised; how to use personal networking and LinkedIn to unearth those hidden  
*Speaker:* David Skyrme  
**3pm Sushi:** *NextStep*
- Mar 13 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:* George Athorn / Bob Cooke
- Mar 20 The Interview**  
Increase your success rate at interviews through preparation, presentation and coping with those awkward questions  
*Speakers:* John Newell / Linda Sutcliffe
- Mar 27 The Hidden Job Market (2) - Direct Approaches**  
How to target prospective employers, make direct contact and develop a business value proposition  
*Speakers:* Roger Hunt / David Skyrme
- Apr 03 Break for Easter (2 weeks)**
- Apr 17 Start of new session**



## Continued - 'Sushi Bar Sessions' – Tuesdays 1500

45 minute 'sushi bar' sessions on requested topics. Some are scheduled (above); others will be added and announced in weekly emails sent out to registered job seekers. Individual guidance sessions (pre-booked) also start at 3.00pm.

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 workshops start at 1.00pm.

**Meetings are free of charge.**

