



## 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 01635 254151 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 January to April 2021

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 January to April 2021

## Virtual Meetings on Zoom, Wednesdays, 10am



We normally meet at Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA.

However, because of the COVID-19 restrictions our meetings will be virtual until further notice and start at the earlier time of 10am. Registered job seekers will receive log in details with their weekly emails.

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 registered job seekers**

- 6 Jan Getting (Re)started (Basics)**  
What is the job market like during the COVID-19 crisis? What can you do in the meantime? We share experiences using the A-E framework of the main ways to get a job.  
*Presenter: David Skyrme Host: Adrian Foster-Fletcher*
- 13 Jan Tell Me About Yourself**  
Hone your response to this most frequently asked question asked by agencies and prospective employers.  
*Presenter: Adrian Foster-Fletcher Host: Jan Dixon*
- 20 Jan 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: John Newell Host: Jan Dixon*
- 27 Jan Preparing Your CV**  
How to develop one that is right for you. We critique each other's CVs, so bring along a few copies of your own.  
*Presenter: Adrian Foster-Fletcher Host: Charles Fowler*
- 3 Feb 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: Peter Adams*
- 10 Feb Preparing for Interview**  
Increase your success rate at interviews by preparation, presentation and coping with those awkward questions.  
*Presenter: Adrian Foster-Fletcher Host: Peter Adams*
- 17 Feb Mentoring Day – A short update/self-help meeting during the half-term break.**

- 24 Feb Competency-based Interviews**  
In this common form of interview you need to have real examples using the STAR approach that demonstrate your competences. We shall do mock interviews online – so be prepared!  
*Presenter: John Newell Host: Peter Adams*
- 3 Mar Using LinkedIn Effectively**  
How to use LinkedIn to help you get your next job. In this session we login to LinkedIn and share profiles and tips.  
*Presenter: Peter Adams Host: Jan Dixon*
- 10 Mar 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: David Skyrme Host: Jan Dixon*
- 17 Mar 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: Jan Dixon Host: Ian Vickerage*
- 24 Mar How Recruiters Work**  
How to get the best out of employment agencies, head hunters and HR departments.  
*Presenter: Jan Dixon Host: Adrian Foster-Fletcher*
- 31 Mar 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: Adrian Foster-Fletcher Host: Jan Dixon*

**Easter Break – next programme starts 21 April.**