



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

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

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

For further information visit our website
www.careerswestberks.org.uk



**THE SELF-HELP GROUP
SUPPORTING JOB SEEKING
MANAGERS & PROFESSIONALS
IN WEST BERKSHIRE AND AREA**

Programme April to July 2022

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

Careers Springboard West Berkshire: Programme April to July 2022

Hybrid Programme – Face-to-Face or Zoom Meetings, Wednesdays, 2pm



Having met mostly on Zoom, this term we have a mix of meetings, some at Broadway House, 4-8 The Broadway, Northbrook Street, Newbury, RG14 1BA, some on Zoom. All start at 2pm. Venue is shown beneath date.

Registered job seekers will receive Zoom log in details with their weekly emails.

27 Apr **Getting (Re)started (Basics)**

(BH) How to approach the job market. An overview of the different ways of getting a job which are covered in more detail later in the programme.
Presenter: Adrian Foster-Fletcher Host: John Newell

4 May **Tell Me About Yourself**

(Zoom) Hone your response to this most frequently asked question asked by agencies and prospective employers.
Presenter: Adrian Foster-Fletcher

11 May **What Employers Look For**

(BH) 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: Charles Fowler

18 May **The Hidden Job Market (1) – Networking**

(Zoom) Over 70% of jobs are not advertised. How to use personal networking and LinkedIn to unearth those hidden opportunities.
Presenter: David Skyrme Back-up: Peter Adams

25 May **Preparing Your CV**

(BH) 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: John Newell

1 Jun **Mentoring Day** – Opportunities for a 1-on-1 with a volunteer (must be pre-booked)
(Zoom)

8 Jun **Preparing for Interview**

(Zoom) Increase your success rate at interviews by preparation, presentation and coping with those awkward questions.
Presenter: Adrian Foster-Fletcher Back-up: Peter Adams

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.

For Zoom meetings, the named back-up will only attend if many job seekers are expected.

Meetings are free of charge to job seekers who register

15 Jun **Competency-based Interviews**

(BH) 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: Adrian Foster-Fletcher

22 Jun **Using LinkedIn Effectively**

(Zoom) 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 Back-up: David Skyrme

29 Jun **The Hidden Job Market (2) – The Direct Approach**

(BH) How to make direct approaches to prospective employers through better targeting and by developing a compelling 'value proposition'
Presenter: David Skyrme Host: Ian Vickerage

6 Jul **Responding to Adverts**

(BH) 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: David Skyrme Host: John Newell

13 Jul **How Recruiters Work**

(Zoom) How to get the best out of employment agencies, head hunters and HR departments.
Presenter: David Skyrme

20 Jul **Your Other Choices**

(Zoom) Think about something different using your transferable skills, such as a career change, a portfolio of jobs or starting your own business
Presenter: Peter Adams Back-up: Charles Fowler

7 Sep **Start of Autumn Programme**