**Virtual Workshops – May 2021**

Our **qualified careers advisers** are here to help support your customers take their next steps with confidence.

**Book them on to one** of our informative & engaging workshops packed with up-to-date help & information.

They will need a WIFI enabled device.

Booking made easy!  0191 731 4750  bookingline@educationdevelopmenttrust.com please include

customer name, tel no. & email address

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| **My customer wants to work in the public sector and needs help with applications and interviews:**  |
| **Application forms workshop****Wednesday 5th May at 10am and Friday 20th May at 10am*** *Build your confidence in completing job and learning application forms*
* *Deconstruct job descriptions/person specifications to understand what is required*
* *Understand how to use the STAR technique when answering competency based questions*
 | **Interview skills workshop****Friday 13th May at 10am*** *Recognise different types of interview you may encounter*
* *Prepare yourself for an interview*
* *Recognise the value of the STAR/CAR Technique*
* *Understand what the employer looks for in an interview and deconstruct interview questions*
* *Understand the importance of making the right first impression*
 | **The Buzz****Tuesday 18th 10am May*** *Identify your ‘personality type’*
* *Consider the kinds of careers that may suit your ‘personality type’*
* *Research your career ideas in more detail*
* *Identify key skills to use on a CV and in application forms/interviews*
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| **My customer needs support with:**  |
| **Creating a Winning CV workshop****Friday 7th May at 10am*** *Have the confidence to build, update and tailor your own CV*
* *Understand how to identify and promote your own skills and experiences in order to apply for jobs*
* *Understand what employers are looking for when screening CVs from job applicants*
 | **Interview skills workshop****Friday 13th May at 10am and Tuesday 25th May at 10am*** *Recognise different types of interview you may encounter*
* *Prepare yourself for an interview*
* *Recognise the value of the STAR/CAR Technique*
* *Understand what the employer looks for in an interview and deconstruct interview questions*
* *Understand the importance of making the right first impression*
 | **Jobs in the Hidden Job Market****Monday 10th May at 1pm*** *An understanding of how employers tend to promote their vacancies*
* *Hints and tips on how to plan your job search*
* *An understanding of how to look for work online*
* *Advice on using social media in your job search*
* *Information about the hidden jobs market*
* *Information about the benefits of networking*
* *An understanding of how Labour Market Information can help you with job searching*
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| **My customer is looking for:** |  |  |
| **A career path out of lockdown workshop****Wednesday 12th May at 10am*** *Assess and understand your current needs, motivations and plans for the future*
* *Support your own career resilience and personal development*
* *Recognise the skills you already have*
* *Explore how you can transfer your skills to other sectors or careers*
* *Learn about other support agencies and career management tools*
* *Consider different ways of job searching and actions you can take to make personal progress*
 | **Redundancy Workshop****Wednesday 19th May at 10am*** *Establishing where you are now and what your priorities are going forward*
* *Understanding what support is available to you*
* *Gaining information around making applications for funding for training (if applicable)*
* *Preparing yourself for effective job searching*
* *Identifying your strengths and transferable skills*
* *Learning how to complete a CV, application forms and refreshing your interview skills*
 | **Starting Out 18-24 year olds****Wednesday 26th May at 2pm** * *Providing information about the local labour market and how this can help with planning your next steps*
* *Raising your awareness of the options open to you including education, training, apprenticeships, traineeships, work experience, voluntary work and employment*
* *Helping you to identify your transferable skills*
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| **My customer wants to work in the:** |
| **Security Sector** **Tuesday 11th May 10am** * *The roles, responsibilities and the training needed for working in security*
* *Different types of employers in the area*
* *Work based and academic based routes into security*
* *Labour market information*
* *How to stay up to date with the jobs market*
* *Job search and social media*
 | **Construction Sector****Wednesday 5th May 10am*** *The roles, responsibilities and the training needed for working in construction*
* *Different types of employers in the area*
* *Work based and academic based routes into construction*
* *Labour market information*
* *How to stay up to date with the jobs market*
* *Job search and social media*
 | ***June mailer to be sent out last week in May.*** |