**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! See the source image 0191 731 4750 See the source image [bookingline@educationdevelopmenttrust.com](mailto: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* |
| **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* |
| **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* |
| **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.*** |