

## Job Club Xtra

Job Club offers free support in job search and increasing interviewing skills etc

Not only will you feel supported in our job club, but you will probably be more successful than if you went it alone. Those who've been involved with job clubs report that their efforts are strengthened by belonging to a group and their job searches are shorter and more successful.

What can we do for you?

We can give you one-to-one support, or informal training in small groups, in any of the following areas:

- Job Search - how to find out what jobs are available
- Job Matching - how to assess your own skills and match them to a job or career
- Readiness for Work - identifying your job goal, identifying any barriers to employment and exploring what support is available for you to overcome the hurdles
- The Employer's Viewpoint - identifying what employer's look for in an employee
- Written Applications - how to complete application forms, how to produce your own CV and how to write application letters
- Telephone Techniques - how to get your message across on the phone
- Interview Techniques - how to present yourself at an interview
- Assertiveness Techniques - how to build your confidence using tried and tested techniques

You choose which areas you want our help with.

### Resources

Within the Job Club Xtra resource room you will have access to:

- PC with internet access & printer
- List of useful websites where jobs are advertised
- Telephone
- Adult Directions Software
- Guidance handouts on all aspects of job seeking activity, including model application samples to follow
- Information on training opportunities

Jan will be on hand to help you with your job seeking activities.

For more information contact Jan on 01463 715615

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