



Andover Jobs Club Skills Training

Tuesday Afternoons for 6 Weeks

Starts Tuesday 13th May - Free Course

1pm - 1.45pm for training

2pm - 4pm for mentoring

King Arthur's Hall, King Arthur's Way, Andover, SP10 4BS

Searching & applying for jobs
Letter & CV writing
Interview skills & techniques
Mock interviews

**Mentoring by
 experienced managers**

Introduction

An opportunity to receive job searching skills training led by local businessman, Nick Rose, who set up his electronics manufacturing business with the help of the Prince's Trust. His company now manufactures hi-tech products in Hampshire and Dorset, exporting to 53 countries.

Nick has 20 years experience in recruiting and managing staff and along with experienced managers from **Andover Careers Action**, they are delighted to deliver this free **Andover Job Club Skills Training** course, brought to you by local skills trainer Janet Palmer and the **Andover Adult & Family Learning Centre**.



Nick Rose

Course Schedule

- 13th May:** Introduction to course. How to research the job you want. Building up work experience.
- 20th May:** Letter writing. Researching the company before sending off your CV.
- 27th May:** CV composition. Preparing your CV for the job you want.
- 3rd June:** Interview skills. Learning the "dos and don'ts" of interviews
- 10th June:** Interview role play. Wearing their interview clothes, participants will take part in role play
- 17th June:** Mock interviews. "Mock" interviews for all participants at timed slots throughout the day.

Free to attend - call 01264 359062 to reserve your place

