

# **Unleashing the Power of Experience, Support for aged 50+**

## **Starting the Journey**

- Assessing skills and abilities within the group environment
- Designing a 45+ CV for today's job market
- Older Persons Skills Assessment and what it means.
- Job Searching. Applications. Finding the 'hidden' jobs.
- Getting Interviews

## **Employability – Setting Realistic Goals**

- Motivation, Self Esteem, Changing Mindset
- SWOT, Transferable Skills, Job Readiness
- Does my CV look Right in This?
- Job Application Letters – Speculative, Advert

## **Support with Interviews/Recruitment**

- How to interview
  - How to answer those 'difficult' questions
  - Do I want that job and can I start on Monday?
  - Am I job ready

## **Understanding Recruitment**

- Reactive Or Proactive?
- Application by Telephone
- Interviewing, Face-to-Face, Competency based Interview
- Personal Presentation

## **Have we moved forward?**

- Personal Development Action Plan
- Online Job boards - Searching - Marketing Yourself
- Networking and Online Job Tools - Posting your CV

## **Job Ready**

- Moving into Sustainable employment or Self Employment
- Supporting and mentoring in successful outcome.

## **Delivery at TCHC Hub, Silent Street Ipswich IP1 1TF**

### **IAG ONE-2-ONE Thursday and Friday 16 and 17 April 2015**

Held over 2 days with IAG sessions and Literacy, Numeracy and IT Assessments

### **Group Sessions**

Wednesday/Thursday 22/23 April 2015

Wednesday/Thursday 29/30 April 2015

Thursday/Friday 7/8 May 2015

Held over 3 weeks\_09.00 - 5.00, two days per week