



Future Jobs Fund - Employability Workshops

Monday 14th & Tuesday 15th December 2009

10 AM to 3.30 PM



What is the Future Jobs Fund

The Future Jobs Fund in Havering is an exciting opportunity for you to gain a fixed term contract for employment with training for six months, paid for by the government. These are real jobs and should a vacancy become available, you could well be in a strong position to apply and secure a permanent job. In order to help you, we are laying on a free 2 day workshop (as detailed below).



Programme - Day 1

- 10.00 Introduction to the day
- 10.15 The programme explained – Fixed term employment with training
- 10.30 Ice breaker
- 11.00 Identifying your skills
- 12.15 Lunch
- 13.00 Preparing to write your CV, referring to the Job Description(s)
- 14.30 Health & Safety in the workplace
- 15.00 Interview Skills and Techniques Part 1
- 15.30 Finish

Day 2

- 10.00 Review previous day's activities
- 10.15 What employers want / working in the public sector
- 11.15 Interview skills and Techniques Part 2
- 12.15 Lunch
- 13.00 Mock Interviews
- 13.30 Writing your covering letter and CV
- 15.15 What happens next?
- 15.30 Finish

Speak to your Job Centre Plus advisor for more details.

Find your way back to work

