**FREE Training in job search skills**  
Daily £10 shopping voucher in lieu of Out of pocket travel expenses for those attending will be paid and   
Lunch/refreshments provided during the 3-day course.

Course delivered by professional trainer and career coach,

Alison Shuttle B.Ed, PTLLS  
  
*Registration in advance only* – Limited places

Contact Misak at Centre for Armenian Information & Advice

Phone 020 8992 4621 or [*info@caia.org.uk*](mailto:info@caia.org.uk)

**Venue:** *CAIA, Hayashen 105a Mill Hill Road, Acton, London W3 8JF*

**(NB: *in accordance with Covid 19 regulations, class attendees will be socially distanced and may need to wear a mask in any socially reduced areas in the building*)**

**FINDING WORK COURSE OUTLINE**

**Day 1 – Tuesday 3rd November 2020 - 10am-3.30pm**

**am:**Assessing your skills /Transferable skills  
  Short and long term goal planning  
**pm:**The job market  - challenges and opportunities in finding a job in the current climate  
  Marketing yourself  
  Managing a job search campaign  
   
**Day 2 – Tuesday 10th November 2020 - 10am-3.30pm**  
**am:**Applying for jobs  
  Types of CV  
  Planning, preparing and completing a CV  
**pm:**Completing application forms  
  Applying online and speculatively   
  Writing covering letters  
   
**Day 3 – Tuesday 17th November 2020 - 10am-3.30pm**  
**am:**Developing your confidence at interviews  
    
**pm:**Action Planning   
  Further support (ongoing advice and guidance/job brokerage)

**REGISTRATION FORM**

Your Full Name

Address

Phone number

E-mail address

Are you currently

* Studying ? What & where?............................................................................
* Working? P/t or F/t? Job title? …………………………………………………..
* Looking for work? What kind of job?...........................................................

Are you able to use computers/IT?

Any dietary or access requirements? (Please specify)

Any childcare requirements? Please specify

***Please email to:*** *info@caia.org.uk*

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