

# Kent Executive Search working in partnership with Jobcentre Plus

## "Job Search Support Workshops"

*"Excellent workshop. Time well spent. Thank you." Robert P*



Please speak to a Jobcentre Plus Advisor who call KES for next available workshop

<b>Workshop Type</b>	<b>Group / One — One</b>		
<b>Date:</b>		<b>Time:</b>	
<b>Location:</b>	Kent Executive Search 21 Queen Street Kings Hill, West Malling ME19 4DA 01732 870022 recruit@kentexecutive.co.uk		

Kent Executive Search working in partnership with Jobcentre Plus have held over 145 workshops. Helping over 450 Jobcentre Plus customers.

“Thank you for help and assistance, feel more positive for the future” John A

*“I learnt a great deal and feel much better prepared for what is in store”  
Malcolm R*

“Very well presented by helpful staff” Michael B

*“Excellent! Amanda has instilled confidence in me which I was lacking before I attended - I am now filled with enthusiasm and lots of contacts to continue job searching” Liz H*

“Vital that applicants get to hear this presentation” J S Armstrong.

*“This is an excellent service. This service has given me hope that I am employable and can be an asset to any future employer” Rhonda P.*

“I have learnt a lot and I am glad I came” Lisa P

*“I gained more local knowledge and advice on looking at all possible market areas as well as the importance of key words” Sam H*

“...valuable help with CV and use of the Internet in job searching” Grahame W

*“Perfection can not be improved!! A well put together and delivered course.  
Thank you !!” Paula V*

“First rate delivery - re-focused the mind set towards obtaining a job” Robert V

*“A really good workshop which I would recommend to friends and colleagues.”  
Dawn G*

“ I thought it was pitched at the right level. I was pleased with all the information that was provided” Graham J

*“Very useful in helping to refocus job search and get fresh ideas” Clive C*

### What the workshop will cover

- Finding Job Leads/Networking
- Writing your CV and Covering Letter Effectively
- Using the Internet Jobsites Effectively and Safely
- Using Recruitment Agencies
- The Local Job Market – The Facts and Figures
- Making Job Applications
- Employer’s Selection Techniques
- How to Interview Successfully
- Developing an Individual Action Plan
- Jobsite Reviews
- Conclusion / Summary

### What we aim to achieve!

Delegates will leave the course with a good view of the current job market, more confidence in their ability to successfully apply for new positions and an action plan that is **SMART**



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|---------------|---------------|
| 1. Stretching | 4. Achievable |
| 2. Specific   | 5. Realistic  |
| 3. Measurable | 6. Time-bound |

We are based in new purpose built offices on Kings Hill with 3 interview suites, 3 meeting rooms and a testing and training facility.

Kings Hill is located centrally in Kent next to junction 4 of the M20, close to West Malling (London Victoria to Ashford rail) central to Maidstone, Tunbridge Wells, Tonbridge, Sevenoaks and Medway Towns. We have free parking and can pay travel expenses.



We would be delighted to answer your questions about how we could help you:

Tel: 01732 870022

[www.kentexecutive.co.uk](http://www.kentexecutive.co.uk)  
[recruit@kentexecutive.co.uk](mailto:recruit@kentexecutive.co.uk)

Kent Executive Search

21 Queen Street, Kings Hill, West Malling, Kent ME19 4DA

**JCP Advisor please call KES on 01732 870022 for availability**

**Information for SL2JP**

Provider:	<b>KES</b>	Provision ID:	<b>001RW</b>
LMS Reference:	<b>KNN 9534</b>	Contract:	<b>AAA 261501</b>