HOPE CORNER JOB CLUB

BOOST

How To Get Work Course – starting November 5th, 2026

Week 1 – Foundations: Knowing Yourself & the Labour Market

Key Topics

- Identifying strengths, transferable skills, and values
- Understanding employability vs employment
- Introduction to the labour market (local, national, sector-specific)
- Realistic goal-setting and career pathways

Week 2 – Professional Behaviours & Workplace Readiness

Key Topics

- Workplace behaviour and professionalism
- Communication styles (verbal, non-verbal, digital)
- Time management and reliability
- Teamwork, adaptability, and accountability
- Understanding workplace culture and expectations

Week 3 – CVs, Applications & Personal Branding

Key Topics

- CV structure and tailoring
- Translating experience into impact
- Application forms and supporting statements
- Personal branding basics (LinkedIn, online presence)

Week 4 – Job Search Strategies & Networking

Key Topics

- Hidden job market and speculative applications
- Effective use of job boards and recruitment agencies
- Networking techniques (online and in-person)
- Using referrals and contacts appropriately

Week 5 – Interviews, Assessment & Employer Selection

Key Topics

- Interview formats (competency, strengths-based, panel)
- STAR technique
- Assessment centres and psychometrics
- Handling nerves, gaps, and tough questions

Week 6 – Sustaining Employability & Next Steps

Key Topics

- Starting well in a new role
- Receiving and using feedback
- Resilience, confidence, and setbacks
- Career progression and continuous development
- Creating a personal employability development plan
