

## What you will get out of a Job Club

It has been shown that successful Job Clubs include training and experience in the following areas:

**Confidence building** – activities to help improve a customer's self esteem

**Skills analysis** – identifying transferable skills and corresponding opportunities

**Job counselling** – setting employment goals, identifying barriers, and developing a plan to overcome them. For a One-Stop, this could be developing an Individual Employment Plan.

**Job Readiness Skills** – knowing and understanding the basics, such as completing applications or resuming and cover letter writing.

**Job Search Skills** – identifying all of the online and offline tools needed for an effective job search, including techniques for obtaining an interview.

**Interviewing Skills** – practice on how to effectively present yourself to an employer

**Group Support System** – giving and getting feedback, sharing experiences



If you would like more information please  
contact the Job Centre:

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# Job Club



## What is a Job Club?

Job Clubs provides jobseekers a space to get advice on their job search. Job Centre Advisors are readily available to give feedback on CVs and cover letters and help prepare you for interviews, and more.

It provides an informal place for networking. Not only will meeting with a group regularly help you meet new people, but attendees will also have the opportunity to meet potential employers.

The Job Club service enables jobseekers to take positive steps towards realising their career plans and to explore and follow-up employment opportunities.

The Job Club aims to expand awareness and to help jobseekers understand how the application of simple techniques can greatly enhance their jobseeking skills. Through the supports available jobseekers will be more acutely aware of their employable/marketable personal attributes.

It is intended that the Job Club will be flexible and responsive to the special requirements and aptitudes of jobseekers or sectorial requirements.

## What should I bring with me?

Please bring any relevant job seeking from the previous 2 weeks together with your most recent CV.

## What topics will be covered?

- Profiling of individual clients skills and matching with employment opportunities
- Individual Employment Plan
- Understanding of interview process; the employers approach and the development and practice of interview skills
- CV preparation
- Letters of application and application forms
- Sourcing and approaching referees
- local economy, employers, job opportunities
- The value of transferable skills
- Communications skills in the workplace
- Group participation and motivation
- Using the internet in job searching, online applications
- The current labour market

## Aims and Benefits of a Job Club

- Develop jobseeking skills and techniques such as preparing a CV and cover letter
- Develop an individual job search plan
- Prepare for interviews
- Build relationships and rapport
- Develop verbal communication skills as well as body language skills
- Identify individual strengths and skills and match them to local work opportunities
- Identify ways to improve jobseeking decision-making capabilities
- Explore and analyse local work opportunities
- Have access to the facilities of the Job Club (telephones, computers, internet, email, newspapers, gov.gg/jobcentre website, and other relevant data sources)

## How often is the Job Club?

You will be allocated a place at the Job Club and will receive a letter stating the date you are required to attend.

Failure to attend may affect your benefit.

You will be required to attend once every fortnight at a set time.

## How many people will be attending?

The Job Club will have up to 10 jobseekers at a time. The Job Club sessions will be attended by Employment Advisors and will last for 1 hour approximately.

Please note that you should attend alone and report to reception on arrival.

## Guest Speakers

On occasion we may invite employers to discuss job vacancies so please dress appropriately for the Job Club as first impressions can be the difference between securing a job or not.

