



**Head Office: 6 Saffrons Road,
Eastbourne, BN21 1DG
www.people-matter.org.uk**

**For further information please email
reception@people-matter.org.uk**

**Our Employability Skills Training offer
to help support your Kickstart individuals includes:**

- Assistance with looking for longer-term and sustained work:
 - Where and how to look for work
 - Support with applications and cover letters
 - Our 'Working for You' team will use established relationships with local employers to find potential job applicants
- Career advice and goal setting:
 - Identifying and matching skills, experience, and attributes to careers and local job opportunities
 - SMART action planning and goal setting, including tracking progress made towards goals
 - Providing advice and guidance about longer term training and progression opportunities
- Support with CV preparation:
 - Developing and formatting a professional CV
 - Creating a skills-based or knowledge-based personal profile statement
- Interview preparation:
 - General mock interviews
 - Tailored mock interviews
 - Coaching, mentoring and feedback
- Skills development for the workplace:
 - Time management
 - Personal presentation
 - Confidence in the workplace
 - Team working
 - Identifying transferable skills

Full cost of service package £350

Discounted cost for Eastbourne Chamber members £250