

Sevenoaks Job Club meets on Mondays at 10.00am at Town Council Offices, Bradbourne Vale Road Sevenoaks TN13 3QG. Meetings are usually based around the following topics of discussion and offer people a chance to share their experiences in the search for employment:-

- **Skills analysis** session defining what skills members have, specific goals or focus they wish to attain and what type of job they are searching for.
- **Interview skills** and mock interview sessions. Focus on presentation and communication. Investigating question presentation, attitude, handling difficult situations and making positive presentations. Honest feedback given in a positive way is an essential part of the interview process.  
  
Share and evaluate responses and collectively discuss improvements
- **CV workshop** to provide advice and guidance on CVs. On a group basis and also one-to-one where required
- **Career Presentations** given by guest speakers. Subjects to be chosen by group. Also individuals in the group may wish to contribute a session on their own profession giving insight to other members
- **Issues** to discuss problems that individuals have encountered through unemployment and arranging for advice from CAB, Sevenoaks District Council, Voluntary Action West Kent to try and find solutions on a group and one-to-one basis
- **Volunteering** to gain experience through volunteering and the benefits it can offer

If you would like to register your interest in attending a Job club in Sevenoaks, please email [ann.white@sevenoakstown.gov.uk](mailto:ann.white@sevenoakstown.gov.uk)