

## Community Empowerment and Support Initiatives (CESI)- UK

### **Reaching Communities** Greenwich Nepalese / Gurkha Integration Project

#### **Report on Employability Training**

<b>Event</b>	Employability Training
<b>Venue</b>	CESI Meeting Hall, Plumstead High Street
<b>Date/Time</b>	Wednesday, 19-21th August 2013/10:00-15:00
<b>Facilitator</b>	Lalit Neupane, Employability and Training facilitator
<b>Participant</b>	Youths of Nepalese Gurkha community
<b>Resource Person 1</b>	Sheri Adegbesan, Director of Life Changers Foundation

A three days employability training organized from 19 to 21st August, 2013. This training was given by Sheri Adegbesan of Life Changer foundation, to the 16 Youths of Nepalese/ Gurkha community. The training was started at 10 AM and finished at 03 PM each day.

Laxman Sah, Chair person of CESI welcomed the participants, resource person and provided the introduction of the project funded by The Big Lottery Fund England- Reaching Communities. Chair person explained the objectives, outcomes and the activities of the project and mentioned that one of the outcomes is to increase opportunities for employment of the Nepalese Youths through employability training and support.



He highlighted the experience resource person Ms Sheri will help our youths for the preparation for improving the chances for the employment in the UK's competitive job market.

The aforementioned resource person was from the Life Changers Foundation. Mr Lalit Neupane, the Employability and Training Facilitator presented the three days training programme and schedule (See Annex 1 for training Programme). He explained the objectives of the training.

The objectives of the workshop were as follows.

1. To know how to understand the job advertisement
2. To explain participants on who to write a winning CV
3. To train participants on how to fill a job application form
4. To explain how to write a cover letter
5. To train participant on how to face job interview.

## **Session 1: Understanding the Job Advertisement**

The resource person mentioned the need of understanding the job advert whether or not that advert is perfect match with he education, skills and experiences that you have. This is very important to have read the job advert thoroughly and decide whether your are eligible or not and you can provide the service as requires by the employer.

## **Session 2: How to write a winning Curriculum Vitae**

### ***1.1 CV's essentials***

- ◆ Before you write, take time to do a self-assessment on paper
- ◆ Outline your skills and abilities as well as your work experience and extracurricular activities
- ◆ This will make it easier to prepare a thorough resume.

### ***2.1 The Content of the CV***

Name, address, telephone, e-mail address, web site address  
All your contact information should go at the top of your resume.

- ◆ Avoid nicknames.
- ◆ Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation.
- ◆ Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- ◆ Add your e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)
- ◆ Include your web site address only if the web page reflects your professional ambitions.

### ***3.1 Objective or Summary***

An objective tells potential employers the sort of work you're hoping to do.

- ◆ Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- ◆ Tailor your objective to each employer you target/every job you seek.

## **4.1 Education**

New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section.

- ◆ Your most recent educational information is listed first.
- ◆ Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration.
- ◆ Add your grade point average
- ◆ Mention academic honors.

## **5.1 Work Experience**

Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order—that is, put your last job first and work backward to your first, relevant job. Include:

- ◆ Title of position,
- ◆ Name of organization
- ◆ Location of work (town, state)
- ◆ Dates of employment
- ◆ Describe your work responsibilities with emphasis on specific skills and achievements.

## **6.1 Summary Resume Check-UP**

You've written your resume. It's time to have it reviewed and critiqued by a career adviser. You can also take the following steps to ensure quality:

### **7.1 Content**

- ◆ Run a spell check on your computer before anyone sees your resume.
- ◆ Get a friend (an English major would do nicely) to do a grammar review.
- ◆ Ask another friend to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

## **Session 3: How to write a Job Application**

Application form has a set of information about you and the job competencies that employer want you to have. Therefore, before filling the form either a paper copy or online forms please practice first to fill the form. Make sure you have written it properly and use following check-lists before sending it.

- ◆ Read the instruction carefully.
- ◆ Use specified ink –if it is paper copy of application form
- ◆ Be within word limit
- ◆ Answer all parts of the questions in your own words
- ◆ Write your skills, experiences and achievements that are relevant to the job
- ◆ Be honest to employers
- ◆ Avoid jargon words
- ◆ Review your application form before sending it

## **Session 4: How to write a cover letter**

Following points are important for writing a cover letter

- ◆ Use your own words
- ◆ Do not write more than one side of A4 size white paper
- ◆ Be concise
- ◆ To the point
- ◆ Avoid jargon words
- ◆ Make sure that you have answered -Why I am suitable for the job?
- ◆ Make sure that spelling is correct

## **Session 5: How to face a job Interview**

In this session, Ms Sheri explain that this is a most important part of the person seeking job in the contemporary job market. Interview is the last step for employer to hire a person for the job and it is also a last chance for applicant to be engaged into the hiring process of an employer. Remember there are a number of people who have been invited for the same interview so your preparation must be to win this position.