

Eastside Primetimers Foundation Career Change Programme 2019-20

We have tried to answer all your questions about the Career Change Programme here, however if there is something else you want to know please contact Ruth Cane, Foundation Manager at

careerchange@ep-uk.org

Events, dates and locations

Event	Date	Location	Outline
Event 1 Programme Launch and Introduction	Thursday 31st October 2019 (6-8pm)	Eastside Primetimers CAN Mezzanine 49-51 East Road London N1 6AH Tel: 020 7250 8334 https://ep-uk.org/contact/	<ul style="list-style-type: none"> Welcome to the Programme Meet fellow participants and facilitators Hear about the sector from an NFP leader Be inspired by a successful career shifter who made the change and knows how you feel!
Event 2 Morning session Taking Stock and Creating a Great CV Workshop	Friday 1st November 2019 9.30 – 12.30	Greencoat Place Conference Centre, 24, Greencoat Place, London SW19 1RD +44 (0) 20 7798 6031 www.uk.iofc.org http://www.greencoatplace.org/assets/how-to-find-us.pdf	Identify what is important for you and what that means for your career change - your values, what you find motivating and the right environment you need to thrive <ul style="list-style-type: none"> See beyond the obvious options and take a wider perspective Top tips and advice to create a great CV and covering letter including practical work on your CV Make your action plan with clear next steps for making your career change including developing your contacts and growing your network
Event 2 Afternoon Session Introduction to your Peer Action Learning Session	Friday 1st November 2019 1.30 – 4pm	Greencoat Place Conference Centre, 24, Greencoat Place, London SW19 1RD +44 (0) 20 7798 6031 www.uk.iofc.org http://www.greencoatplace.org/assets/how-to-find-us.pdf	Learn about the power and benefits of the Action Learning method and key practices <ul style="list-style-type: none"> Lay the foundations for great relationships with your fellow participants Experience your first Action Learning session
Event 3 First full day Action Learning Session	Friday 15th November 2019 10 - 4pm	Greencoat Place Conference Centre, 24, Greencoat Place, London SW19 1RD +44 (0) 20 7798 6031 www.uk.iofc.org http://www.greencoatplace.org/assets/how-to-find-us.pdf	Work on your individual career change with the support and encouragement of a highly experienced facilitator and diverse peer group <ul style="list-style-type: none"> Develop the action learning practices of constructive discussion and reflection, enquiry and action Be supported in identifying your strengths, values and areas for development to help you move towards your career goals

Event	Date	Location	Outline
Event 4 Hone your interview skills - a workshop for career changers	Friday 29th November 2019 9.30am – 4pm	Greencoat Place Conference Centre, 24, Greencoat Place, London SW19 1RD +44 (0) 20 7798 6031 www.uk.iofc.org http://www.greencoatplace.org/assets/how-to-find-us.pdf	Develop your personal assessment and interview skills including: <ul style="list-style-type: none"> • Understanding the process and what recruiters/employers are looking for • An effective approach for answering questions to demonstrate your experience, skills, competence and strengths • Staying calm and collected under stress <ul style="list-style-type: none"> • Enhancing your personal impact • Practising your newly honed interview skills in a supportive and safe environment
Events 5/6/7 Action Learning Sessions	TBC - the dates for the remaining ALS will be agreed with participants at the first meeting	Greencoat Place Conference Centre, 24, Greencoat Place, London SW19 1RD +44 (0) 20 7798 6031 www.uk.iofc.org http://www.greencoatplace.org/assets/how-to-find-us.pdf	As above
Final session and Programme close	TBC – date to be agreed with participants	TBC	Reinforce your motivation and enthusiasm for making your change Celebrate your achievements

Frequently Asked Questions (FAQ)

When will I hear if I am successful?

We are committed to offering you the most positive learning experience possible and ensuring we have a group of participants with diverse and extensive experience is key to this. This may mean we may not be able to offer everyone a place on this first programme.

We will let you know if you have been successful via e-mail by Friday 4th October 2019.

What happens if I am not successful this time?

Even if we cannot offer you a place on the entire programme, we would love you to benefit from our Career Change and CV and Interview Skills workshops – just let us know if you would like to do this on your supporting statement. You can sign up to or one or both of them. The fee per workshop is £30.

If you would be interested in future Career Change Programmes, just let us know on your supporting statement and we will be in touch.

Who will be facilitating the Programme?

Ruth Cane, our Foundation Manager, will be overseeing the Programme and facilitating the workshops. Ruth is an experienced career and executive coach and has worked with people across public, private and not-for-profit sectors who are seeking new roles or stepping up to more senior positions - including at board level - helping them to navigate all stages of the recruitment process, enhance their impact and presence, build trusted relationships and facilitate a positive leadership culture. Her experience of leadership and personal development spans over 25 years in the public and not-for-profit sectors, including external consultancy and senior HR and OD roles. Ruth is inspired by helping people find the work they love, achieving balance and fulfilment in their lives.

Experienced social leader and change maker **Owen Jarvis** will be facilitating the Peer Action Learning sessions. Throughout his career in the not-for-profit sector, Owen has worked alongside career shifters and business professionals and is passionate about bringing new talent into the sector and sharing the skills and knowledge needed for social leadership. Based on the principles of adult learning and development and proven methodologies Owen will use Action Learning to facilitate you and the whole group to share experiences, skills and ideas, helping you stay focused and achieve your goals.

How can I pay my programme fee?

Once you have been invited onto the Programme you will be sent an invoice with details for paying by BACs. Payment must be made within 7 days.

Are there any additional costs?

No. Refreshments and light lunches will be provided.

Who else is likely to be on the Programme?

The Action Learning Sessions will have just six participants from diverse backgrounds all facing similar career change challenges who are keen to work with, encourage and learn from others.

The workshops will be open to a wider group of people seeking to make a career change to the not-for-profit sector, but who are not part of the Action Learning sessions.

What happens if I get a job part way through the Programme?

One of the wonderful things about the Action Learning approach is that you can work on whatever challenge you face at the time; so if you take on a new role part way through the Programme you will be able to focus on making a great start, identifying what is most important, building new relationships and maintaining your energy and confidence as you adapt to your new environment.