

## The Job Search Support Programme – winner of a National Career Award, 2009

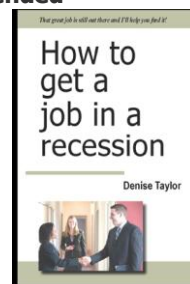


Denise has created an award winning programme based on years of practical experience of working with clients where they get fantastic results.

In November 2009 it was awarded a **National Career Award, (highly commended in the working with adults category)** from the Institute of Careers Guidance.

**Your programme is put together to meet your specific needs. You will talk with Denise to put together a programme which meets your needs and budget.**

The 'course reader' is my book – 'How to get a job in a recession' which guides you through all elements of job search.



Dear Denise, Thank you for the amazing interview coaching and I am pleased to inform you that this has been immediately successful in achieving a targeted position for me in the Finance sector.

I have been seeking for this type of job role for considerable time and although I have had some success towards being short-listed, I was unable to win any interviews. Your bespoke approach, including professionalism, dedication and understanding, has helped me to build a platform for me to plan and implement winning interview techniques as well as gaining confidence in other areas of recruitment processes.

I am delighted of the service level I have received and thrilled of the pleasant and rewarding experience that I had during the coaching and follow-up stages.

I will definitely recommend you to my family, friends and colleagues and I also look forward to contacting you again for any of my future career requirements. Many thanks, Rahul

### Getting clarity

If you don't know what it is that you want to do, how will you know where to look? I encourage clients to network and target companies direct, but it will be nigh impossible if you don't know what you want and how can anyone else help you, and for that matter what will you say when you are asked "so why are you applying for this job?"

Many clients start with career coaching or choose one of the career programmes. Denise will help you be clear on the jobs you are going to apply for through going beyond a review of career history to include goals and aspirations and your abilities, values, interests and more.

Choose individual career coaching or a career programme, including the bronze, silver plus and gold programmes.

### Getting ready – CVs and covering letters

An effective CV will get you shortlisted. How effective is yours? With over 20 years experience in recruitment Denise can give you candid feedback and help you create a CV that generates results. If your CV is not getting you shortlisted it needs to be revised. There are 3 options

- Do it yourself via my CV eBook £10
- 30 minute critique on your CV £60
- Get Denise to rewrite your CV, average cost £250

Denise can also help you create a covering letter. Usual price is £75-£100 depending on how much you do yourself.

Dear Denise,  
I found our meeting so useful! I used your pro forma letter requesting an informational interview and sent it to the local Health Promotion Unit, and have a meeting with them next Tuesday! Thanks again **Carol Julian**

## Personal branding, including using web 2.0

Personal branding is being clear about what you stand for, and marketing yourself like a company. You need to get your brand out there, and this includes creating effective profiles on social networking sites including LinkedIn, Blogs and websites, Twitter and more. Creating an online presence can be an essential part of job search and reaching your career goals. Denise is noted as 'digitally distinct' and can get you there too! This can be one session, or more, of your job search programme.

## Interviewing practice

I get you interview ready before you go out and talk with people. You can use your enhanced approach when networking, attending informal meetings and you are ready for when you get that interview.

**Interview Coaching** 'I would highly recommend Denise's Interview Coaching sessions. I decided to try them after making it to interview stage but no further on several occasions. Denise was able to quickly pinpoint where I was going wrong and provide me with the confidence and skills to break the pattern. I put these into practice at my next interview and was offered the Job!' R Hignett

There are 3 stages to the interview coaching service:

### 1: Pre coaching session (15 minute)

This session is to discuss your forthcoming interview or objectives for the session. You will send in details of a job you have applied for, to enable Denise to effectively prepare. You will then be sent a copy of the eBook Interviews, how to perform well at interview and asked to prepare and answer 2 questions:

- Tell me about yourself.
- Why should we hire you?

### 2: Interview coaching session (75-90 minutes)

We'll discuss the interview process, including giving you feedback on first impressions and how you present yourself. You will practice responses to the two questions you have prepared plus other relevant questions. We will then dissect your response. I'll give you clear feedback from an interviewer's perspective and then will move into interview coaching mode and we'll discuss how to improve and ensure you are feeling much more confident.

The objective of the session is so that you will be able to present yourself well, answer difficult questions, know brilliant questions to ask at the end of the interview and not be fazed by salary discussions. A 75 minute interview coaching session with pre-work and free copy of the eBook 'Interviews, How to Perform Well at Interview' is £130 by phone and £165 when we meet in person.

### 3: Just in time coaching session (Optional)

Call Denise 30 minutes before the interview for a just in time motivational call, be reminded of your strengths, get rid of any negative self talk and be ready for that job. A Just in time (20 minutes max) interview coaching session is £45.

## Presentational skills coaching

Companies are increasingly asking candidates to prepare for a 5-10 minute presentation as part of an interview. This can make candidates feel even more apprehensive than an interview. Relax. Denise will guide you through how to prepare, focus on the key message, give a clear presentation and anticipate questions. She will listen carefully (with her assessor hat on) and provide clear feedback on how you performed. She will then switch to coach mode to enable you to learn how to improve.

## Assessment centre coaching

Many companies now use assessment centres for selection. Too many people worry about how to perform. Denise is a highly experienced assessor, and has trained hundreds of assessors and designed over 100 assessment centres. You will feel much more confident working with Denise.

Assessment Centres are increasingly being used in the private and not for profit sectors. From retail to law, from charities to consultancies, they all make use of this effective method of selection. Assessment Centres may seem like a long winded way of getting a job, but think of it more as lots of opportunities to demonstrate your strengths.

It's not just you talking about what you can do, but you actually being actively involved, whether it be group exercises, case studies, reports and presentations or role play interviews. Psychometric testing is an important aspect of most assessment centres and you can undertake tests as used in industry to increase your confidence and capability.

Assessment Centre coaching is practical coaching and customised to suit your particular requirements. You will understand the reasons for each particular element of the assessment centre, what assessors are looking for and practical activities to ensure you perform at your best.

Denise Taylor is used as an assessor with companies as diverse as the Civil Service Fast Stream, Rugby Cement, Christian Aid, Vodafone, EDF, Royal Mail and the Prison Service and has been undertaking these roles since 1988, assessing well over 2,500 people.

An assessment centre coaching session lasts about 75 minutes. Prices for assessment centre coaching are similar to interview coaching.

### **Self marketing with ongoing mentoring**

Once the preparation is done it's time to start marketing yourself. From applying to jobs you see advertised to taking a direct approach Denise will guide you to be more effective. Ongoing mentoring keeps you focused and motivated. It's like having a personal trainer for your job search. A popular option is to schedule 20-30 minute sessions to keep you focused with more detailed support with particular applications.

Brilliant help with my job search. I now have a great CV and have appreciated your support in finding a new job. Your confidence in my abilities helped me keep my spirits up." Helena Fox, Cardiff

### **First 90 days**

Once you are successful in your job search Denise is available as a sounding board/ mentor to help you be effective in your first 3 months in your new job.

The recommended reading is **The First 90 days by Michael Watkins** along with Denise's creative support and challenge. Together we can create a plan, and keep you on track. I can make sure you focus on the challenges, but you also take time for rest. This results in the best chance for a successful transition so you can add value quicker and enjoy the transition.

### **Example Job Search Programme**

- Guided support for your CV rewrite and creating a covering letter
- Interview coaching session
- 3 hours of job search support
- Complimentary copy of 'How to get a job in a recession'



AWARD WINNING CAREER COACHING COMPANY

To go ahead and book or for any questions  
Call Denise on 01684 772 888  
Visit on the web: [www.amazingpeople.co.uk](http://www.amazingpeople.co.uk)  
Click to email Denise Taylor

All fees include VAT