

Ten-Percent Professional Career Coaching Jobsearch Support for Unemployed Professionals

Tel: 01352 810850 Email: cv@ten-percent.co.uk

Coverage: Nationwide

Contract Number: AAA271601 **Provision ID:** 001QN

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What is this Scheme?

The DWP has introduced a scheme called Jobsearch Support for Unemployed Professionals. We are one of the providers of this service and offer nationwide coverage.

What makes Ten-Percent different?

We offer the service nationally via the telephone and online. A convenient appointment time is arranged with you directly within three working days of the referral.

What services do you offer?

We spend about 45-60 minutes with you on the telephone for an initial session to discuss your current position, assess the most suitable services and then provide these. Once the session is complete we follow this up with an Action Plan, which sets out our advice in full, as well as any further information that may be of interest to you. We provide ongoing sessions and support for as long as you require.

What exactly do you do?

We provide detailed CV reviews, CV preparation if required, job search techniques, alternative career options, general career coaching, setting up & developing a business, interview practice, assessment day training and general mentoring and support. A typical session will cover at least 3 of these options. We provide ongoing assistance with as many sessions on these as you feel you require.

Are there any costs?

No. The service is free of charge.

Your website is for lawyers – what about other professions?

Ten-Percent Legal is part of a larger group of companies and we provide career coaching for the full range of professionals and white collar workers. Details of our Career Coaching Service can be found at www.jbfagan.co.uk

Who will I be speaking to, and what qualifications does this person have?

All of our sessions are provided by Jonathan Fagan LL.M, MIRP, Cert RP, Managing Director of Ten-Percent.co.uk Limited, an experienced Career Coach, Recruitment Consultant and non-practising Solicitor with over 10 years experience. Jonathan has recruited for companies and firms ranging from the small high street trader through to large multi-national corporations, and has a range of business interests & experience including recruitment consultancies specialising in lawyers, architects, accountants, six sigma practitioners, IFAs, web marketing, outsourcing, a training company and a range of other activities. He is uniquely positioned to provide advice on not only finding work but also generating new business leads, setting up and running a small business, self employment, alternative career options and paths and interview techniques. He lectures on careers, CVs and interview practice at postgraduate level.

Can you explain the services you offer in a bit more detail?

Please see overleaf for a breakdown of each type of work, and case examples.

How do I contact you for further information?

Please call us on 01352 810850 or email jbfagan@ten-percent.co.uk

Copies of this leaflet can be downloaded from our website:

<http://www.ten-percent.co.uk/jobsearch-support-for-unemployed-professionals.pdf>



Ten-Percent Careers Services, Nant, Village Road, Llanferres
CH7 5LU. Tel: 01352 810850, email: cv@ten-percent.co.uk

Our Services

CV Review/Preparation

A full breakdown of a CV – we take the CV apart during the session and reconstruct it in detail – a lot of customers find this service very beneficial. We provide full advice on the CV in our Action Plan. We can also prepare CV's from scratch, particularly for professionals with limited IT skills.

In our sessions we have found that most clients have at least one basic error on their CV, and that the CV lacks at least one important piece of information that could make the difference between being recruited and rejected.

We also explain the importance of various sections on the CV – for example highlighting the way CV banks on websites such as www.monster.co.uk are used and the methods of ensuring that relevant keywords are prominent.

Case Study – Sales Manager – CV Review

A Sales Manager and former company director looking for suitable managerial roles – he had spent a lot of time on the CV and it was very clear. It lacked some basic information which could have lead to instant rejections from job applications. We took the CV apart with him during the session and reconstructed it, providing an additional review at a later date.

Interview Practice

Full interview sessions with immediate full feedback. Straight talking advice and suggestions for improvement, together with techniques for coping with stress or difficult questions/interviewers. We can also assist with Assessment Day coaching and advice.

Case Study- Surveyor – Interview Practice

A chartered surveyor was going for an interview a few days later and had not been interviewed for a job before. We provided a 30 minute interview

practice session followed up by feedback and advice. We also gave her a free 50 page guide on interviews and questions. She was able to cope more effectively with the interview.

Jobsearch Techniques

Full advice on internet search, including job boards and an explanation of their function as job posting and CV searching, recruitment agencies on- and off-line, passive job search and social networking, advice and assistance with LinkedIn (online sessions provided as required), and identifying job targets and making applications. We also provide advice on offline techniques including how to create a strategy for speculative applications, tailoring individual CVs to suit particular employers or industries and working informal and formal networks to produce job leads.

Career Coaching

A look at alternative careers, going solo and setting up a business, creating a partnership, going back to college or training, sources of funding and information and ongoing support as required.

Case Study – Banking Professional – Changing Careers

A banking professional with over 15 years experience, looking to establish small businesses with a range of ideas. We advised on sources of funding & information, potential client bases, preparing a business plan, low cost internet providers for websites & email, choosing business names and intellectual property issues, and a general strategy for developing her entrepreneurial ideas. This was followed up with ongoing support as required.

Professions & Types of Clients assisted to date:

Business Development Managers, Facilities Managers, Sales Executives, Compliance Officers, Solicitors, Accountants, Bankers, Treasury Officials, Sales Directors, General Managers, Design Engineers, Architects, Retail Managers, Teachers, IT Consultants, Graphic Designers, Franchise Managers, Recruitment Consultants, Project Managers, Company Directors, Marketing Managers, Sales Executives, Chartered Surveyors, Media Professionals, Risk Analysts, Chemists, PA/Executive Assistants.