

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

### Greenwich Nepalese / Gurkha Integration Project

(Funded by The Big Lottery Fund- Reaching Communities)

### **Report on Youth Employability Skills Enhancement Training**



**30-31 December 2013**

<b>Event</b>	Youth Employability Skills Enhancement Training
<b>Venue</b>	CESI Meeting Hall, Plumstead High Street
<b>Date/Time</b>	Monday-Tuesday, 31-31 <sup>st</sup> December 2013
<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 two days training on 'Youth Employability Skills Enhancement' was organized from 30<sup>th</sup> to 31<sup>st</sup> December, 2013. This training was facilitated by Sheri Adegbesan of Life Changer foundation, Woolwich. Altogether 15 youths from the Nepalese/ Gurkha community attended this training. This training was conducted three full days starting from 10 AM and finishing at 03 PM each day.

At the beginning of the training, Laxman Sah, Chair person of CESI, welcomed the participants and introduced CESI and 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 was to increase opportunities for employment of the Nepalese Youths through training and support.

Mr. Lalit Neupane, Employability and Training Facilitator, presented the objectives and the three days schedule of this training programme. (See Annex 1 for training schedule).

The objectives of the training was to train the Nepalese youths in the following areas:

1. Understanding job advertisements
2. Developing winning CVs
3. Writing convincing job applications
4. Writing cover letters
5. Interview facing techniques

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

### **Session 1: Understanding Job Advertisements**

The resource person mentioned that it was important to carefully read the adverts and understand the meaning between the lines and decide whether their qualifications, skills and experience meet the requirements. The resource person gave examples of some adverts and the participants were asked to work in groups to read the adverts and understand and make presentations which was followed by a plenary discussion.



*The Trainer is giving individual attention to the Trainees*

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

The resource person mentioned about the importance of a CV and discussed the essential elements as well as the contents of a good CV. The following is a summary:

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

- ◆ Before writing a CV, candidate should take time to do a self-assessment on paper
- ◆ Candidate should outline his/her skills and abilities as well as work experience including any extracurricular activities
- ◆ Be honest
- ◆ Don't exaggerate work experience

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

- ◆ Name, address, telephone, e-mail address, web site address. All this information should go at the top of the resume.
- ◆ Avoid nicknames, avoid unprofessional email address e.g. ...@lovesbeer.com etc
- ◆ Use a permanent address. Use parents' address, a friend's address, or the address that the candidate plans to use in near future.
- ◆ Use a permanent telephone number and include the area code. If the candidate has an answering machine, record a neutral greeting.
- ◆ Mention e-mail address. Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)
- ◆ Include of web site address only if the web page reflects professional ambitions.

## ***Objective or Summary***

An objective tells potential employers the sort of work the candidate is looking for.

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

## ***Education***

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

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

## ***Work Experience***

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

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

## ***Resume Check-UP***

Once the resume is ready it should be checked once again. It's time to have it reviewed and critiqued by a career adviser. The following steps should be taken to ensure quality:

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



*Trainer is teaching to write winning CV*



*Trainer is making presentation on the essential contents of a CV*

### **Session 3: How to fill in a Job Application form**

Application form has a set of information about the candidate and the job competencies that employer want see. Therefore, before filling the form, either a paper copy or online forms, the candidates need to practice first. The following check list helps to fill in the form correctly:

- ◆ 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 mentioned that this was the most important part for 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 in 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.

## **Session 6: Feedback**

At the end of training, a session was dedicated to collect feedback from the trainees. 77% of the trainees had rated this training as very useful and 23% found it a useful for them. 93% of the trainees have said that they have understood all the sessions very well; whereas 7% said they understood the training contains well. How to write winning CV was the topic rated by 67% participants as most useful for them. Secondly, 20% of trainees had rated the topic of how to write a job application as most interesting for them.

Almost all participants recommended that the practice session on writing a quality cover letter and interview facing techniques are required. All trainees wrote in the feedback form that this basic training followed by practices on CV writing and interview facing would help improve their chances of employability.