



EMPOWERING COMMUNITIES THROUGH ACTION

Event Programme

(subject to change)

Time	Seminar	Delivered By	Who Should Attend
1030	Writing a Successful CV Work on what makes a good CV. Learn about different types of CVs that can sell you to your next employer.	Stephen Williams Opening Doors	Anyone who is seeking employment or would like to review their CV to get maximum impact.
1130	Job Interview Techniques Posture, conveying confidence and answering those tricky questions. All about how to give a good interview and avoid the pitfalls.	Jawad Shah 170 Works	Anyone who is about to or is hoping to attend a job interview and wants to be successful by learning what they should or shouldn't do.
1230	De-mystifying Job Adverts This workshop will give you tips on what to look for in an advert to help you decide whether you go ahead with an application or not.	Lorna Clark Wise Owls	Anyone who is seeking employment and wants to understand exactly what the job advert is asking for.
1330	Business Awareness (in Somali) Fartuun Shide, accredited business adviser, explains the ins and outs of business in Somali.	Fartuun Shide Simple Business Solutions	Any Somali speaker who wants to understand what they need to do to start their own business.
1430	First Class Hospitality Covering standards and responsibilities when working in the hotel and catering businesses.	Luigi Lipparelli Lewisham College	Anyone who wants to learn about the standards required in the hotel and catering businesses and what your responsibility is in order to meet these standards.
1530	Tax and National Insurance Explained An explanation of what the requirements are for migrants and new members of the community.	Vance Crawley HM Revenue & Customs	Anyone who is reasonably new to the UK or who wants to improve their understanding of tax and national insurance.
1630	Becoming a Hire Car driver All about becoming a private hire driver (mini-cab) and what you need to know to obtain a licence.	Nolan Griffith London Assessment & Training Centre	Anyone who is thinking about becoming a private hire driver and wants to know how to get a licence and find out about the regulations and why they are there.

Crèche facilities available throughout the day in the Yellow Room

(courtesy of Mango & Spice)

Activity	Times	Who
Mock Interviews	1000-1400	170 Works
Enterprise Opportunities	1000-1700	South London Assessment; Construction Qualification Services
Employment Opportunities	1100-1700	Job Centre Plus; 170 Works; Wise Owls; Opening Doors; Metropolitan Police; Territorial Army; Sainsbury's; Bus Driver opportunities
Training Opportunities	1000-1700	Lewisham College, Twin Employment & Training
Business Advice in English, Spanish, French, Somali	1000-1700	Simple Business Solutions; Community Business Support Service
Benefit Advice	1100-1600	Simple Business Solutions; 170 Works
Information, Advice & Guidance	1000-1700	Lewisham Refugee Network; REED in Partnership; REETA