

Week	Activity	Skill of the week	Interview question	Application tips	Online courses	Other
1	Choosing a Career area and role	Problem Solving	Tell us about a time when you worked as part of a team to solve a challenge			STAR method
2	Setting some goals for Lockdown	Contributing to your Community by Helping others	What has been your biggest achievement whether in work or outside of it?		Vision2learn Futurelearn BT skills for tomorrow Functional Skills UK	WSCC Library Services
3	Sorting out your LinkedIn	Communication (verbal)	What do you know about our Company?		Aspire Sussex BBC Bitesize FutureLearn	Suggestions from our members
	Looking at your Skills profile	Kindness	What are your hobbies outside work?		Open University BBC Bitesize	Invite to a webchat
4	Encouraging/Inspiring each other	Computer Skills	Tell me about a challenging situation and how you overcame it.		iDea Virtual College Touch typing Raspberrypi	STAR method revised
6	Review your CV	Online Communication Tools	What did you do in your last job?	Video solutions for interviews	The Skills Toolkit	VE Day 75 th Anniversary
7	West Sussex Record Office	Creative	Do you prefer working by yourself or working in a team?		Back to basics Creative industries	
8	Random acts of kindness	Courage	What positive things have you learned about yourself during the pandemic?			

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9	Completing our survey on IT	Initiative and Problem Solving	Which aspects have you found particularly challenging during the pandemic?	Targeting your applications to the advert/employer		
10	Going out locally	Flexible	Why are you leaving your current position?		Learnmyway BT Skills for Tomorrow Futurelearn Open Learn (Open Uni) Udemy Ted Talks BBC Sounds	Positive health Statement
11	Volunteering	Listening	What are you looking for?		First Aid refresher	
12	Local Market information	Communication	What makes a good leader/manager?	CV Software checkers	Aspire survey	
13	Support local businesses	Organisation	What would your colleagues say are your best qualities?	Creating a master document	ESOL AI and data science	

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14		Good Judgement	What else would you like to know about the role?	How to choose your references		Volunteering
15	Look back at how far we have come- review goals	Be brave	How to make a great first impression when your interview is online	Covering or Speculative Letters	BBC -Journalism Becoming Self employed	
16	Twitter Virtual Jobs Fairs	Presentation Skills	Giving a Presentation	Supporting Information	Screen Bursaries Pearson	Joe Wicks RAF
17	Volunteering	Perseverance	How to close an interview positively	Lacking Essential Criteria	Psychometric Tests	Youth opportunities week
18	Planning and Organising your Job search Activity				Community Chef Aspire L2 courses Security Guard	Police Apprenticeship MI5 roles
19						
20						