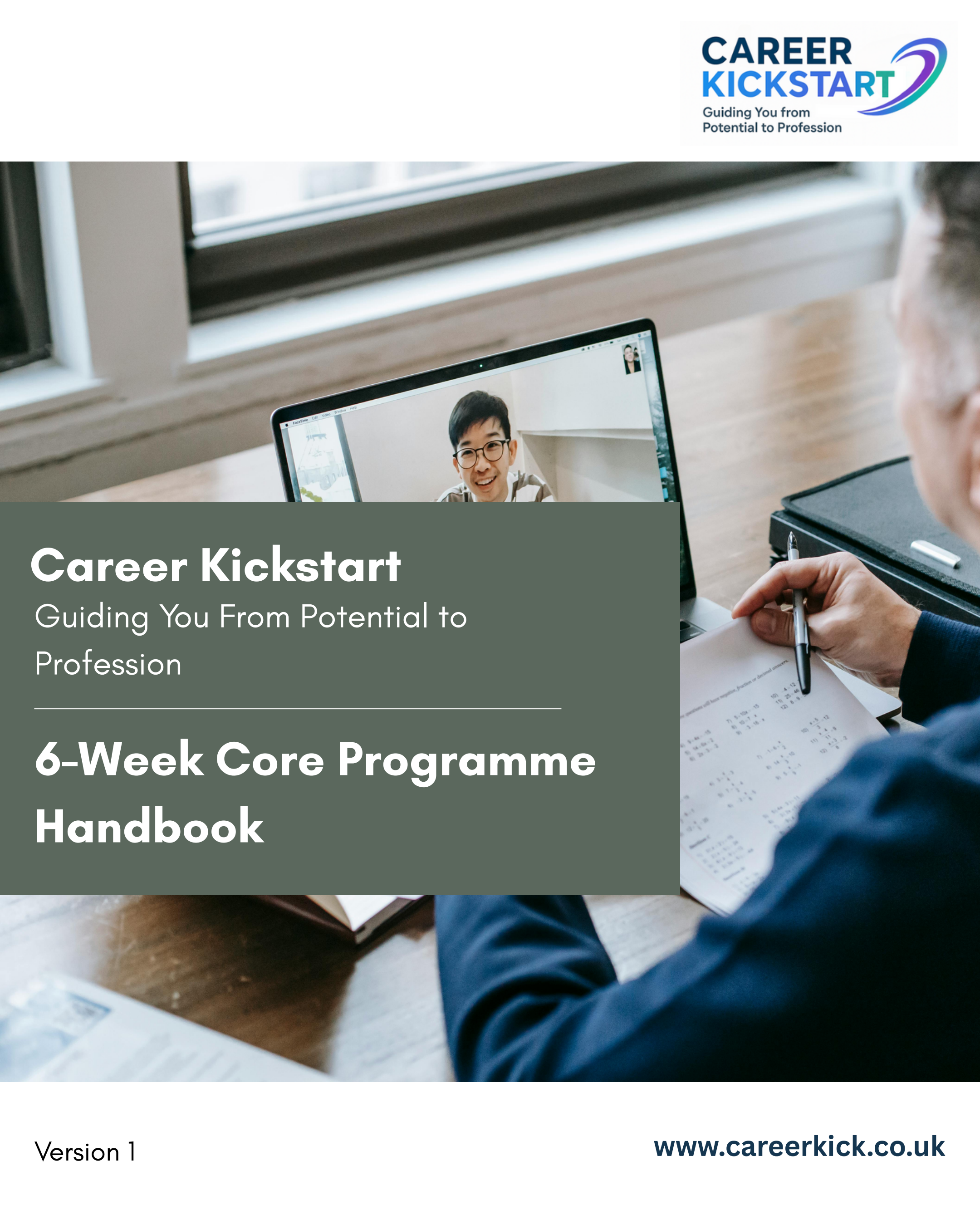




Career Kickstart

Guiding You From Potential to
Profession

6-Week Core Programme Handbook

6-Week Core Programme Handbook

Participant Guide



The Career Kickstart Team may update this document periodically. Please check the Career Kickstart website (www.careerkick.co.uk) at the start of your programme to ensure you are using the most current version.

Both the Kickstart 6-Week Intensive and the Kickstart Plus Extended programmes follow the same 6-week core content structure, with each pathway continuing appropriately according to the chosen package.

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Week 1 – Kick-Off & Career Direction

Focus: Build rapport, assess strengths, and clarify goals.

The session begins with a discussion covering your background, ambitions and any current challenges you may be facing. You will complete a self-assessment to map your skills, values and interests, helping to clarify your strengths and areas for growth. Together, we will explore industries and roles that align with your interests, outline the 6-week programme, and set clear expectations for your journey. We will also distinguish between short-term goals (1–2 years) and long-term goals (5–10 years) to help shape your career direction.

Additionally, the session will provide practical insights into the corporate application process, including how to apply for roles and what recruiters look for. You will have the opportunity to identify your top three strengths and three areas for improvement, equipping you with a clear understanding of your current profile and how to position yourself effectively for future opportunities.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

- Build rapport and clarify participants' career goals and aspirations.
- Introduce the 6-week programme and provide insight into corporate application processes.

Objectives:

- Identify top areas for improvement and understand what recruiters look for in candidates.

Homework:

- Draft a cover letter for a role of your choice



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Week 2 – Applications & Cover Letters

Focus: Write strong, tailored applications.

The session focuses on developing strong, tailored applications, with a particular emphasis on cover letters. Participants will review real job descriptions together and discuss what recruiters look for in compelling applications. We will explore how to write effective cover letters for specific roles, supported by examples of both strong and weak submissions.

Additionally, the session will highlight strategies for showcasing transferable skills and presenting experiences in a way that aligns with the role's requirements. By the end of the session, participants will have a clear understanding of how to craft targeted, professional applications that stand out to recruiters.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

- Develop strong, tailored applications with a focus on cover letters.
- Understand what recruiters look for and how to present transferable skills effectively.

Objectives:

- Review job descriptions and analyse examples of good and bad cover letters.

Homework:

- Draft a CV



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Week 3 – CV Deep Dive

Focus: Create a sharp, tailored CV.

The session focuses on creating a sharp, tailored CV that effectively showcases your skills and experiences. Participants will review examples of good and bad CVs and walk through their current CVs line by line, identifying gaps and areas for improvement. This process ensures that each CV is targeted, professional and aligned with industry expectations.

Additionally, the session provides insight from a recruiter’s perspective, highlighting what makes a CV stand out and common pitfalls that lead to rejection. A live-editing segment allows participants to receive real-time feedback from a mentor, making immediate improvements and reinforcing best practices for future applications.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

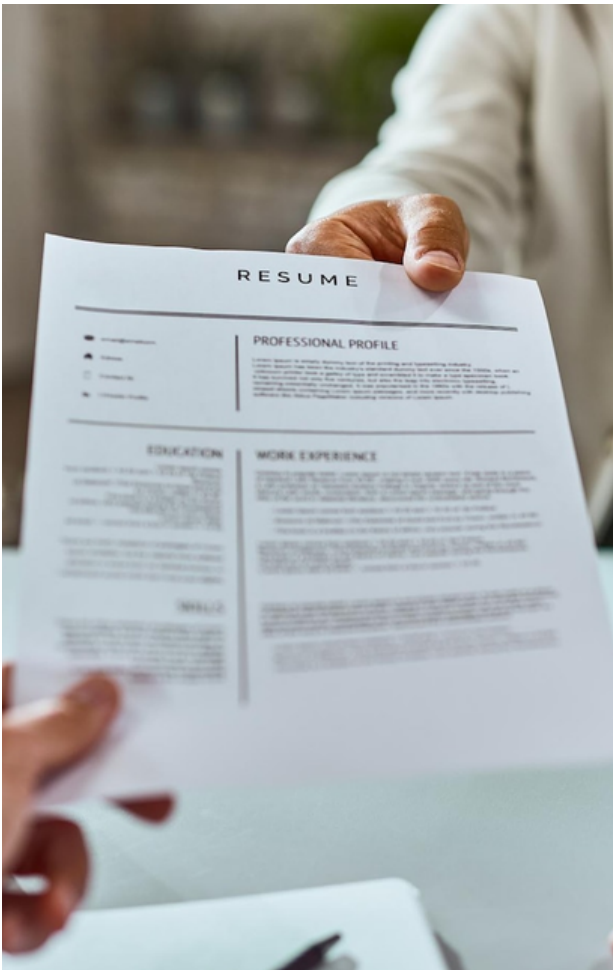
- Create a sharp, tailored CV that highlights key skills and experiences.
- Understand what recruiters look for and how to make your CV stand out.

Objectives:

- Review your CV, identify gaps and apply improvements based on recruiter perspective and feedback.

Homework:

- Revise CV and tailor it to one real job description



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Week 4 – Interview Preparation

Focus: Build confidence and structure in interview answers.

The session focuses on building confidence and structuring effective interview answers.

Participants will learn key theory, including the STAR technique and common pitfalls to avoid. The session will cover the most common interview questions and provide examples of both strong and weak responses, helping participants understand what makes an answer stand out.

Additionally, participants will engage in a mock interview with 5–6 key questions, receiving immediate feedback and strategies for improvement. The session also emphasises body language and delivery, ensuring participants present themselves confidently and professionally in real interview settings.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

- Build confidence and structure in answering interview questions.
- Understand what makes responses stand out and how to present yourself professionally.

Objectives:

- Practice answering key interview questions using the STAR technique and receive immediate feedback.

Homework:

- Prepare answers to unseen interview questions provided in Week 4



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Week 5 – Assessment Centre & Numerical tests

Focus: Assessment centres.

The session focuses on preparing participants for assessment centres, including group tasks, presentations and case studies. Participants will receive a walkthrough of what to expect in each scenario, helping to build familiarity and confidence. The session also includes a mini case study or situational judgement exercise completed together to apply strategies in a practical setting.

Additionally, the session covers numerical test strategies and recommends online resources for further practice. By the end of the session, participants will have a clear understanding of the different components of assessment centres and feel better equipped to perform effectively under real assessment conditions.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

- Build confidence with assessment centre skills, including group tasks, presentations & case studies.
- Understand strategies for numerical tests and situational judgement.

Objectives:

- Practice mini case studies and situational exercises while applying key strategies.

Homework:

- Complete a practice numerical or situational judgement test online.



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Week 6 – Career Strategy & Future Plan

Focus: Bring everything together into a roadmap.

The session focuses on bringing all elements of the programme together to create a personalised career roadmap. Participants will review their CV, cover letter and interview progress, and receive a LinkedIn profile audit to ensure their online presence aligns with their career goals. The session also covers strategies for networking and building professional connections through LinkedIn, alumni networks and industry events.

Additionally, participants will develop a tailored 6-month career plan outlining applications, upskilling and networking activities. The session concludes with a wrap-up, agreeing on next steps and future check-ins to support ongoing progress. To learn more about networking opportunities and the professionals behind Career Kickstart, please visit the *Packages* section of our [website](https://www.careerkick.co.uk) and navigate to *Our Team*, where we showcase our network of experienced specialists across a range of industries.

READ MORE:
www.careerkick.co.uk

SESSION FOCUS

Aims:

- Consolidate progress and create a personalised career roadmap.
- Strengthen professional presence and networking skills.
- Review key application materials.

Objectives:

- Develop a 6-month career plan incorporating applications, upskilling and networking.

Homework:

- Finalise career plan & update LinkedIn profile.



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 <http://www.facebook.com/profile.php?id=61581466495582>

 <https://www.instagram.com/team.careerkickstart/>

 <https://www.linkedin.com/company/careerkickstart>

 <https://wa.me/447402372356>

Call for Assistance on **07402 372356**

Alternatively, you can email us on
team.careerkickstart@gmail.com

Visit our website at **www.careerkick.co.uk**

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