

smart people:
think minerva



"It had been almost 30 years since I had worked in an office environment and felt that such jobs were outwith my reach due to the advancement of technology and the later advancement of my years.

Minerva, however, disagreed. Almost 11 weeks later, after studying towards a Pitman Training Diploma helped by their great patience and constant support, I am now able to re-enter the workplace with renewed skills and with renewed confidence."

Janette Alexander

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Minerva People helped Janette back into a secretarial job after having left that type of work 30 years ago.

The Challenge:

Job Centre Plus, Annan referred Janette to Minerva to be considered for retraining in office skills through a government funded programme – Training for Work.

The Solution:

Janette was offered an interview at Minerva and immediately Tricia Hunter saw the potential in Janette of opening up job and career opportunities if computer training was offered to her. Janette had spent many years at home bring up a family and then worked in a café helping out in many areas as required. She had previously been an experienced PA with excellent secretarial and office skills.

Janette took up the opportunity to work towards the full Pitman Training Secretarial Diploma offered by Minerva. On commencement of her first module – Microsoft Word it was obvious Janette had a fear of the computers and wondered how she could possibly achieve a full qualification in 2-3 months. Janette attended full time and after completing the first module she gained confidence. Janette worked away diligently achieving and passing all modules at a first attempt with many at distinction. Her typing speed returned quickly and she achieved a certificate of 65 wpm.

Towards the last 2-3 weeks of her training programme Janette discussed her career options, updated her CV, was given advice and guidance on job searching skills, interview techniques and experience in the use of modern equipment. One day she was informed of a part-time job opportunity with a local surveyors company. As Minerva is also a recruitment agency they confirmed Janette wanted her CV put forward and within a few hours she was asked to attend for interview. The very next day Janette was successful with the interview and it was agreed that she try out the job for 2 weeks in the mornings to see if it suited her and the employer. This allowed Janette to gain experience in the workplace, confirm her capabilities and improve self-confidence and allow her to complete her Diploma in the afternoons.

The Results:

Janette now works part-time with this surveying company as a Temp through Minerva and it is anticipated it will become permanent in 3 months. Janette gained her full Secretarial Diploma with Distinction.