

Prepare For Courses

This is a full time course over 2 weeks to provide participants with skills and training for a specific industry identified by the Job Centre as having numerous opportunities

At the end of the course participants will have the opportunity to work on a 13 week Kickstart training programme.

The first 2 weeks are based at College of FE covering a variety of topics appropriate to the industry but also including First Aid, Manual Handling, Food Hygiene.

Customer Service

Understanding who your customers are is the first step in recognising how we can deliver in line with their needs. Alongside a company having a service driven culture, it must also have employees who are friendly, professional and flexible.

It is imperative that each customer is dealt with as an individual with individual needs and expectations.

How do I apply?

Demand for courses is high. Your Employment Advisor or Work Rehabilitation Officer will tell you which courses are relevant to you. They will also be able to advise when the next course is being held and secure your place.

Help may be available if you need childcare to enable you to attend.

Additional courses are added throughout the year which you will be advised about in your Job Centre meetings.

Short Courses

Interview Skills

This programme is designed to offer information to help you in preparing for an interview. You may have been out of work for some time, never been in full time employment or between jobs. Our aim is to provide information to help you meet the needs of potential employers.

By the end of the programme you should know how to:

- Prepare a CV and cover letter
- Explain the process of getting a job, from application to acceptance of an offer.
- Locate job vacancies.
- Create a good first impression.
- Prepare for possible interview questions.

General IT

The General IT Skills workshops have been developed to help people rejoin the workforce. It will consist of 12 sessions and will be held on a Wednesday and Friday morning over 6 weeks.

The first 2 weeks will be focused on basic IT skills followed by 2 weeks of intermediate IT skills and the final 2 weeks will be tailored to the individual needs .

You must attend all of the course regardless of individual skills to gain a certificate.

Employability Skills

The aim of this programme is for participants to assess and develop their Employability Skills to ultimately meet employer needs.

The programme builds in line with participant needs and works as a roll-on-roll-off model, which gives time and flexibility to develop skills.

Over time individuals will build up a portfolio of evidence which will show self-assessment, development and ownership for learning. The workshops will cover:-

- Showing commitment.
- Communication skills.
- Being a team player.
- Time management.
- Accepting responsibility.
- Working under pressure.

5 Ways to Wellbeing

The 5 Ways to Wellbeing are the mental health equivalent of the '5 a day' advice about fruit and vegetables.

All of the 5 ways are free, achieved easily and can apply to everyone – no matter what the circumstances.

This course aims to introduce participants to simple ways to improve your mental health and wellbeing.

Working Safely / Manual Handling

This course aims to ensure that delegates appreciate the importance of risk management and know how to make a difference to the health, safety and wellbeing of themselves and others by changing their behaviour.

- Introducing working safely.
- Defining hazard and risk.
- Identifying common hazards.
- Improving safety performance.

The manual handling element aims to reduce the risk of injury, introduce delegates to basic lifting and handling techniques and provide explanations on how to risk assess Manual Handling Tasks.

- Introduction.
- What is Manual Handling.
- The human body and the spine.
- Common injuries.
- Injury prevention.
- Basic handling techniques.

First Aid

This course is designed for people who want to receive training in emergency first aid.

The content of this course provides basic life saving first aid and workplace health and safety regulations information.