Online Course Descriptions

Identifying Skills - Has it been a while since you last looked for work? Are you struggling to remember what you're really good at? Why not join our Identifying Skills Workshops for a free, online and interactive 40 minute session! We will help you to recognise your strengths and skills from previous employment or personal activities and how these are transferable into a new workplace. You will then use these skills to write a personal statement and stand out from the crowd while searching for jobs.

Make the most of your CV - On average, recruiters will spend no more than 5-10 seconds looking at your CV, which is why it is so important that you have all the key information they are looking for. This 40 minute interactive workshop aims to help you identify good practice in CV writing, how to make the most of your personal statement and write your CV to demonstrate you are the right person for the job.

Completing an application - So you know your skills, you've updated your CV and you found the perfect job role? Next comes the application; it is vital that your application form is completed properly. In this 40 minute interactive workshop we will highlight common errors, help you to think about how to answer questions fully and cover writing a supporting statement, which is often asked for with an application form.

Interview Skills - Congratulations they called you back! Now it's time for an interview, we understand that an interview is something that can make us all nervous. This 40 minute interactive workshop aims to give you some tips on preparing and presenting yourself for an interview. We will offer guidance on the use of body language and help you to use the STAR method to answer behaviour type interview questions. We will also consider the implications of the current crisis on interviews and how an alternative may be conducted.

Sessions will run weekly Monday to Thursday at 10am starting 18.05.20

While we believe it would be helpful to attend all 4 workshops however it is possible to only attend the ones that you feel best fit your needs.

To be able to join the sessions you will need a computer, laptop, tablet or smart phone (preferably two devices to enable you to take part in the interactive elements more easily)

You will need to sign up for Zoom prior to the session https://zoom.us/signin we will then email you an invitation with the meeting password so that you can join the session.

It would also be helpful to sign up to Mentimeter beforehand too for our interactive elements https://www.mentimeter.com/signup

Both of the above are free to use.