

Employability Course

connexions

LEICESTER SHIRE



Overview:

Our Employability Courses are designed to help those that have been out of work for some time or have recently been made redundant

Key areas:

- Confidence building
- Skills audit
- CV Writing
- Interview Skills
- Job Searches
- Work Ethics and Employment Legislation
- Team Working
- Conflict Management
- Action Planning
- Customer Service Skills
- Application forms

This course can be tailored to meet your organisational needs

These courses are also available to purchase and CTAS will be able to offer Train the Trainer packages for your staff

Who will benefit:

This course gives individuals the necessary tools to start their job searches, such as discovering their skills and strengths, producing an effective CV and receiving hints and tips on Interview Skills. It will help to build their confidence, look at transferable skills and help them decide on their future career path.

Venue: TBA

Min/Max nos: 8—12

Course fees: On application

Duration: As required

Dates: TBA

Times: As required

For enquiries or further details please contact Jan Harvey on 0116 261 5922 or e mail

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