

# Employability Skills: Get That Job!



## Course overview

---

Our employability skills courses cover four main aspects of key skills you need to enable to search, apply and prepare for interview. The course is flexible; you can enrol on the whole course or just the sessions you need help and support with. We are also in a unique position of having an onsite Job Shop that has many vacancies for you to access.

### Getting Started – Practical planning

Have you thought about the practicalities of Employment? Getting into or back to employment is not just about getting a job – it is getting the right job in the right location and being prepared. Come and join us for some tips and ideas to make sure you are ready to go!

### CV development

Are you looking for a new job? Do you want a career change? Whatever your situation, when it comes to updating and writing your CV for job applications, you should look for a way to stand out from the crowd.

### Personal Statements

Personal statements are the most crucial part of getting a job, even more important than your CV. Learn the techniques that ensure your CV is read by employers.

Get the job by writing the perfect personal statement. You will learn how to write a personal statement to match a person specification. We will show you how you can highlight your transferable skills and show your enthusiasm a position. You will also score points with recruitment managers by learning how to structure your personal statement in the perfect way.

### Interview skills

This course will provide you with an insight into what employers are looking for when recruiting employees. We will show you how to sell yourself and your skills in interviews. If you have not been for an interview before, or you have and you didn't get the job, try this course. You will get constructive feedback on your techniques which may help you to bag the next job. The course will help you to master nerves and show you how to use them to your advantage.

## What will I study?

---

### Practical planning

- Do you know what kind of job you are looking for and does it suit *you*?
- Do you know where to find it?
- Do you have suitable clothes in your wardrobe?
- Are you looking in the right areas and taking travel costs into account?

### CV Writing

- Write or update your CV and cover letter. Learn tips and techniques to ensure your CV stands out from the crowd
- Learn techniques to make your CV unique and attractive
- The main purpose of a CV: present experience and skills in a concise and effective manner.
- What makes a successful CV?
- Typical errors in CV writing

### Personal Statements

- What is a person specification and why is it important?
- How your transferable skills can fit all the criteria
- How to present your cover letter so recruiters will pick your application
- Proof-reading

### Interview Skills

- Give you a greater understanding of the format and content of potential interviews.
- Help you feel more confident and prepared for upcoming interviews.
- Give you an understanding of what interviews are for.
- Provide some guidance on how to sell yourself and bring your best skills forward.
- Provide an opportunity to practice!

### Assessment method

---

Classroom observation, self assessment, peer assessment, self-reflection and evaluation

## Entry requirements

---

Open to all – no specific entry requirements.

## What should I bring with me?

---

Note taking materials such as a pen and pad or electronic device.

## Key information

---

Code	Date	Time	Location	Full Fee	Concessionary Fee
9000C	Thursday 17 September 2020 to Thursday 8 October 2020	9.30am to 3pm	Barking	Free	Free
9001CO	Thursday 5 November 2020 to Thursday 26 November 2020	9.30am to 3pm	Online	Free	Free
9002C	Thursday 14 January 2021 to Thursday 4 February 2021	9.30am to 3pm	Barking	Free	Free
9003CO	Thursday 25 February 2021 to Thursday 18 March 2021	9.30am to 3pm	Online	Free	Free
9004C	Thursday 22 April 2021 to Thursday 13 May 2021	9.30am to 3pm	Barking	Free	Free
9005CO	Thursday 10 June 2021 to Thursday 1 July 2021	9.30am to 3pm	Online	Free	Free

## Possible next steps

---

Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you. Registration with Job Shop.

## Contact us

---

Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)



call: 020 8270 4722