



## Course details

### Course title

Employability & Skills: TBC

### Course code

Q00016667

### Course date

Start: 10/01/25

End: 31/01/25

### Number of classes

4 sessions

### Timetable

Fri 10th Jan, 10:30 to 13:30

Fri 17th Jan, 10:30 to 13:30

Fri 24th Jan, 10:30 to 13:30

Fri 31st Jan, 10:30 to 13:30

### Tutor

Ayman Ali

### Fee range

Free to £44.40

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

### Venue

Online

## **Level of study**

Beginners

## **Course overview**

Attend our Employability course and boost your skills for work. If you're entering the workforce for the first time or after a long break, this course can teach you essential skills employers look for and prepare you for the transition. Learn basic skills for jobs in any sector as well as key soft skills for your CV. Feel confident stepping into the workforce. This course will provide you with the soft skills required to get that job and give you the confidence and self esteem to sell what you have to offer to potential employers. Learning will take place in a relaxed environment with other like-minded learners, led by our expert tutor.

## **Course description**

Introducing our Employability Skills Course, designed to equip individuals with the necessary tools to excel in the competitive job market. Whether you are starting a new career or returning after some time off, our course offers a comprehensive approach to building essential skills.

One of the key focuses of our Employability Skills Course is crafting an impressive CV that highlights your strengths and experiences. Our expert tutors will guide you through the process, ensuring that your CV stands out from the crowd and grabs the attention of potential employers.

In addition to CV writing, our courses also emphasise the development of soft skills that are highly sought after by employers. From effective communication to team-building exercises, we provide practical training to enhance your interpersonal skills and foster a positive work environment.

We understand the importance of acing interviews, which is why our courses include comprehensive interview preparation. You will learn valuable techniques to confidently answer common interview questions, showcase your abilities, and leave a lasting impression on interviewers.

Our experienced tutors will also provide guidance on how to utilize body language to convey confidence and professionalism.

Upon completion of our Employability Skills Course, you will be equipped with the knowledge and skills needed to secure employment and thrive in your chosen career path.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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