



## Course details

### Course title

Professional Development: Employability Skills 101

### Course code

Q00010154

### Course date

Start: 02/09/24

End: 07/10/24

### Number of classes

6 sessions

### Timetable

Mon 2nd Sep, 10:30 to 12:30

Mon 9th Sep, 10:30 to 12:30

Mon 16th Sep, 10:30 to 12:30

Mon 23rd Sep, 10:30 to 12:30

Mon 30th Sep, 10:30 to 12:30

Mon 7th Oct, 10:30 to 12:30

### Tutor

Guest Speaker

### Fee range

Free to £63.00

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

## Venue

Tricuro -Parkstone Connect Day Centre (P)  
Croft Road  
Poole  
BH12 3LD

## Course overview

This course is specifically for those attending COAST. Come to this friendly course to build your confidence and professional attitude to land that perfect job. For adults with LLDD. Through a range of activities, you will learn how to build an appealing CV and how to communicate during an interview.

## Course description

Brush up on all the skills needed to get that perfect job. This safe and friendly class offer the opportunity to practice your employability skills.

For instance:

1. How to write a CV
2. Talk in an interview with confidence.

You do not need to bring anything except your enthusiasm. By the end of your course you will have more confidence in the work sector and know exactly how to get that job.

## 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 alternative financial help to access them then let us know.

## 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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/2-september-professional-development-employability-skills>