

Invest In Renfrewshire's Virtual Employability Hub
Invest in Renfrewshire on 0300 300 1180 or email Invest@renfrewshire.gov.uk to find out more

	Mon 31 Aug	Tues 1 Sept	Wed 2 Sept	Thurs 3 Sept	Fri 4 Sept
INVEST in YOUR Future 31st August - 4th September 2020	Interview Techniques Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Problem Solving Time: 13:30 to 14:30	Connects Session Time: 09:30 to 10:30	Mock Interviews Time: 10:00 to 12:00
	Basic CV/Covering Letter Time: 13:30 to 14:30	CV Builder Time: 10:30 to 12:30	Job Searching Skills Time: 13:30 to 14:30	Practical Interviews Time: 10:30 to 12:30	Mock Interviews Time: 13:30 to 14:30
	Positive Attitude Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Working Wednesday Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Interview Skills Time: 13:30 to 14:30
	Team Work Time: 13:30 to 14:30	Targeted CV/Covering Letter Time: 13:30 to 14:30	Confidence Building Time: 14:00 to 16:00	Meet the Team Time: 13:30 to 14:30	Focused Job Search Time: 13:30 to 14:30
	Networking Time: 13:30 to 14:30	Goal Setting Time: 13:30 to 14:30		Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
		Money Skills Time: 13:30 to 14:30			Connects Session Time: 14:00 to 15:00
	Monday 7 Sept 20	Tuesday 8 Sept 20	Wednesday 9 Sept 20	Thursday 10 Sept 20	Friday 11 Sept 20
INVEST in YOUR Future 7th - 11th September 2020	Interview Techniques Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Apply Workshop Time: 14:00 to 16:00	Connects Session Time: 09:30 to 10:30	Mock Interviews Time: 10:00 to 12:00
	Living Life to the Full Time: 10:00 to 11:30	CV Builder Time: 10:30 to 12:30	Problem Solving Time: 13:30 to 14:30	Practical Interviews Time: 10:30 to 12:30	Connects Session Time: 14:00 to 15:00
	Basic CV/Covering Letter Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Job Searching Skills Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Interview Skills Time: 13:30 to 14:30
	Positive Attitude Time: 13:30 to 14:30	Targeted CV/Covering Letter Time: 13:30 to 14:30	Working Wednesday Time: 13:30 to 14:30	Meet the Team Time: 13:30 to 14:30	Focused Job Search Time: 13:30 to 14:30
	Team Work Time: 13:30 to 14:30	Goal Setting Time: 13:30 to 14:30	Mental Health Awareness Time: 14:00 to 15:30	Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
	Networking Time: 13:30 to 14:30	Money Skills Time: 13:30 to 14:30			Mock Interviews Time: 13:30 to 14:30

	Mon 14 Sept	Tues 15 Sept	Wed 16 Sept	Thurs 17th Sept	Fri 18 Sept
INVEST in YOUR Future 14th - 18th September 2020	Interview Techniques Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 14:00 to 16:00	Connects Session Time: 09:30 to 10:30	Mock Interviews Time: 10:00 to 12:00
	Basic CV/Covering Letter Time: 13:30 to 14:30	CV Builder Time: 10:30 to 12:30	Problem Solving Time: 13:30 to 14:30	Practical Interviews Time: 10:30 to 12:30	Connects Session Time: 14:00 to 15:00
	Positive Attitude Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Job Searching Skills Time: 13:30 to 14:30	Living Life to the Full Time: 10:00 to 11:30	Interview Skills Time: 13:30 to 14:30
	Team Work Time: 13:30 to 14:30	Targeted CV/Covering Letter Time: 13:30 to 14:30	Working Wednesday Time: 13:30 to 14:30	Financial & Emotional Wellbeing Time: 10:30 to 12:00	Focused Job Search Time: 13:30 to 14:30
	Networking Time: 13:30 to 14:30	Goal Setting Time: 13:30 to 14:30	Emotional Literacy Time: 14:00 to 15:30	CSCS Time: 14:00 to 16:00	Coping Strategies Time: 13:30 to 14:30
	Video Interviews Time: 14:00 to 16:00	Money Skills Time: 13:30 to 14:30	How to complete a successful Council job application form Time: 13:30 to 14:30	Meet the Team Time: 13:30 to 14:30	Mock interviews Time: 13:30 to 14:30
				Career Profiling Time: 13:30 to 14:30	Recruitment Event Time: 13:30 to 14:30
	Mon 21 Sept	Tues 22 Sept	Wed 23 Sept	Thurs 24 Sept	Fri 25 Sept
INVEST in YOUR Future 21st - 25th September 2020	Interview Techniques Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Apply Workshop Time: 14:00 to 16:00	Connects Session Time: 09:30 to 10:30	PUBLIC HOLIDAY
	Living Life to the Full Time: 10:00 to 11:30	CV Builder Time: 10:30 to 12:30	Problem Solving Time: 13:30 to 14:30	Practical Interviews Time: 10:30 to 12:30	
	Basic CV/Covering Letter Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Job Searching Skills Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	
	Positive Attitude Time: 13:30 to 14:30	Targeted CV/Covering Letter Time: 13:30 to 14:30	Working Wednesday Time: 13:30 to 14:30	Meet the Team Time: 13:30 to 14:30	
	Team Work Time: 13:30 to 14:30	Goal Setting Time: 13:30 to 14:30	Building Resilience Time: 14:00 to 15:30	Career Profiling Time: 13:30 to 14:30	
	Networking Time: 13:30 to 14:30	Money Skills Time: 13:30 to 14:30	Work experience Time: 13:30 to 14:30	Where are the current job opportunities? Time: 13:30 to 14:30	

	Mon 28 Sept	Tues 29 Sept	Wed 30 Sept	Thurs 1 Oct	Friday 2 Oct
INVEST in YOUR Future 28th September - 2nd October 2020	PUBLIC HOLIDAY	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 14:00 to 16:00	Connects Session Time: 09:30 to 10:30	Mock Interview Time: 10:00 to 12:00
		CV Builder Time: 10:30 to 12:30	Problem Solving Time: 13:30 to 14:30	Practical Interviews Time: 10:30 to 12:30	Connects Session Time: 14:00 to 15:00
		CSCS Time: 14:00 to 16:00	Job Searching Skills Time: 13:30 to 14:30	CSCS Time: 14:00 to 16:00	Interview Skills Time: 13:30 to 14:30
		Targeted CV/Covering Letter Time: 13:30 to 14:30	Working Wednesday Time: 13:30 to 14:30	Meet the Team Time: 13:30 to 14:30	Focused Job Search Time: 13:30 to 14:30
		Goal Setting Time: 13:30 to 14:30	How to complete a successful HNS application form Time: 13:30 to 14:30	Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
		Money Skills Time: 13:30 to 14:30		Meet a local employer Time: 3.00pm - 4.00pm	Mock interviews Time: 13:30 to 14:30

Employability Courses	Course Description
Connects Session	This session is designed to get you onto the TEAMS platform, connecting you to Invest's digital support. Once connected, you will be given an overview of what training is available and asked to subscribe to any/all courses you feel would be beneficial to your action plan development and journey towards a positive destination.
CV Builder	Create an effective C.V. and cover letter essential tools for jobseeking
Apply Workshop	Understand how to complete effective application forms and online applications efficiently including what employers look for and the importance of an effective personal statement
Interview Technique	Understand how to handle interview situations effectively including how to answer different types of questions, what questions to ask and how to make an excellent first impression.
Practical Interviews	Following on from the Interview Technique session, you will have a set of your answers to prepare, practice and perfect in a safe and interactive environment.
CSCS	Health & Safety accredited card - essential for all construction/physical activity opportunities - fully funded- includes support to complete mock tests and funding for test and CSCS Card
Confidence Building	Believe in your self and boost your confidence to achieve your goals
Digital College	Digital College Catalogue - click here to download brochure

Mock Interviews	Practice your interview techniques and obtain constructive feedback to help improve performance at interviews
Video Interviews	How to prepare for interviews conducted using video. This session will show you how to use hardware and software, how to look good on camera and how to maintain proper eye contact.
Meet the Team	A short introduction to all the staff that are part of this team. This session should be attended before attending any other group session.
Coping Strategies	How to cope in difficult situations, how to handle rejection. Further details supplied on mental health services
Money Skills	Session covers the basic of money skills, how to open bank account, what is debt, what does a wage slip look like?
Problem Solving	Session which looks at problem solving skills how this can be useful in several different settings
Goal Setting	How to set basic goals, how can this help to move into a positive destination
Teamwork	Working as part of a team to complete tasks why is this important in the work place.
Career Profiling (SDS)	Session provided by Skills Development Scotland investigating how your personality is important in making the right career choice
Basic CV/Covering Letter	How to format a CV, what should be included, text, fonts etc General covering letter which could be sent on spec
Job Searching Skills	Where to look for jobs, tips on how to make this successful.
Networking	How to use social media apps for networking. Some do's and don'ts. Also looking at family networks
Focused Job Search	How to target jobs in a sector
Targeted CV/Covering Letter	How to write a targeted CV/Spec letter building on the skills learned in the first session
Working Wednesdays	Different theme every week dependant on who was available. Based on an open session. Training providers discussing what they have to offer, Employers discussing their business, Employees discussing their job role
Health & Wellbeing	Course Description
Emotional Literacy	Helps you to recognise, understand, appropriately express and manage your own emotional states and those of other people. This is recognised as the key to effective communication and healthy relationships.
Resilience	This workshop works well if attended AFTER Emotional Literacy and raises awareness of resilience and how it supports good mental health. You will explore risk factors impacting resilience and the benefits of becoming more resilient.
Living Life to the Full	This 8-module course teaches participants the life skills aimed at empowering and equipping them to deal with life's challenges. We explore activities to improve wellbeing; boost confidence; manage anxieties; increase assertiveness and promote self-care routines.

Mental Health Awareness	Understanding stress, anxiety and low mood and personal strategies for self-management.
Financial & Emotional Wellbeing	Discusses the links between emotions and spending habits; how to reduce financial stress and more
Job Seeking	Description
Recruitment Event	Find out about the current vacancies and how to apply, get tips and find out how to stand out and get recruited
How to complete a successful application to the Council	Get tips on completing an application for Renfrewshire Council and find out about what you should include in your personal statement
How to complete a successful application to the NHS	Get tips on completing an application for NHS and find out about what you should include in your personal statement
Where are the current job opportunities?	Find out more on where current vacancies exist and get top tips to enhance your job seeking and get selected for more interviews
Meet a local employer	Meet a different employer each month, find out about their business, what they expect from their employees, what makes a good application/CV, what makes you stand out at an interview
Virtual Work Experience	Find out about a workplace and get a tour of a business to get an insight to different careers