

If you are interested in any of these courses, call Invest in Renfrewshire on 0300 300 1180 or email invest@renfrewshire.gov.uk to find out more

	Monday 2 Nov 20	Tuesday 3 Nov 20	Wednesday 4 Nov 20	Thursday 5 Nov 20	Friday 6 Nov 20
INVEST in YOUR Future 2nd - 6th Nov 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
	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	Problem Solving Time: 13:30 to 14:30	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	Get Active Time: 11:00 to 12:00	Women's Wellbeing Time: 11:00 to 12:30	Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
		Goal Setting Time: 13:30 to 14:30			Connects Session Time: 14:00 to 15:00
		Money Skills Time: 13:30 to 14:30			How to Create a Successful Council Application Time: 14:00 to 15:00
	Monday 9 Nov 20	Tuesday 10 Nov 20	Wednesday 11 Nov 20	Thursday 12 Nov 20	Friday 13 Nov 20
INVEST in YOUR Future 9th - 13th Nov 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	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	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
	Networking Time: 13:30 to 14:30	Get Active Time: 11:00 to 12:00		Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
		Goal Setting Time: 13:30 to 14:30		Where are the Current Job Opportunities? Time: 14:00 to 15:00	Mock Interviews Time: 13:30 to 14:30
		Money Skills Time: 13:30 to 14:30			
	Monday 16 Nov 20	Tuesday 17 Nov 20	Wednesday 18 Nov 20	Thursday 19 Nov 20	Friday 20 Nov 20
INVEST in YOUR Future 16th - 20th Nov 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
	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	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	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
	Networking Time: 13:30 to 14:30	Get Active Time: 11:00 to 12:00	Meet a Local Employer Time: 14:00 to 15:00	Career Profiling Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
	Video Interviews Time: 14:00 to 15:00	Goal Setting Time: 13:30 to 14:30		Mind & Money Matters Time: 11:00 to 12:30	Mock Interviews Time: 13:30 to 14:30
		Money Skills Time: 13:30 to 14:30			Recruitment Event Time: 14:00 to 15:00
	Living Life to the Full (Part 1) Time: 09:30 to 12:30				
	Monday 23 Nov 20	Tuesday 24 Nov 20	Wednesday 25 Nov 20	Thursday 26 Nov 20	Friday 27 Nov 20
INVEST in YOUR Future 23rd - 27th Nov 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	Mock Interviews Time: 13:30 to 14:30
	Positive Attitude 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
	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	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	Get Active Time: 11:00 to 12:00		Labour Market Information Time: 13:30 to 14:30	Coping Strategies Time: 13:30 to 14:30
		Goal Setting Time: 13:30 to 14:30		Men's Health Session Time: 10:30 to 12:00	Connects Session Time: 14:00 to 15:00
		Money Skills Time: 13:30 to 14:30			
	Living Life to the Full (Part 2) Time: 09:30 to 12:30			Recruitment Event Time: 14:00 to 15:00	



These courses will assist you to achieve your career goals - you will have a dedicated Employability Advisor who will support to achieve! There are lots of courses and exclusive vacancies to assist you to secure employment - We can help - get in touch and get registered - lets start your journey together

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
Get Active	Physical activity session to enhance both physical and mental fitness.
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	Come along and 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	Come along a 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