

	Monday 20 Nov 20	Tuesday 1 Dec 20	Wednesday 2 Dec 20	Thursday 3 Dec 20	Friday 4 Dec 20
Week 30th Nov - 4th Dec 2020	Interview Technique 12:00 Time: 10:00 to 12:00	Connects Session 10:30 Time: 09:30 to 10:30	Confidence Building 14:00 to 16:00 Time:	Connects Session 10:30 Time: 09:30 to 10:30	Mock Interview 12:00 Time: 10:00 to 12:00
	Basic CV/Covering Letter 14:30 Time: 13:30 to 14:30	CV Builder 12:30 Time: 10:30 to 12:30	NHS Information Session 12:30 Time: 11:30 to 12:30	Practical Interviews 12:30 Time: 10:30 to 12:30	Connects Session to 15:00 Time: 14:00 to 15:00
	Attitude 14:30 Time: 13:30 to 14:30	Care Leavers Session 14:00 Time: 11:45 to 14:00	Problem Solving 14:30 Time: 12:30 to 14:30	CSCS 14:00 Time: 14:00 to 14:00	Interview Skills to 14:30 Time: 13:30 to 14:30
	Team Work 14:30 Time: 13:30 to 14:30	CSCS 16:00 Time: 14:00 to 16:00	Job Searching Skills to 14:30 Time: 13:30 to 14:30	Meet the Team to 14:30 Time: 13:30 to 14:30	Focused Job Search 14:30 Time: 13:30 to 14:30
	Networking 14:30 Time: 12:30 to 14:30	Targeted CV/Covering Letter to 14:30 Time: 12:30 to 14:30	Working Wednesday 14:30 Time: 12:30 to 14:30	Career Profiling 14:30 Time: 12:30 to 14:30	Coping Strategies 14:30 Time: 13:30 to 14:30
		Goal Setting 14:30 Time: 13:30 to 14:30			Mock Interviews to 14:30 Time: 13:30 to 14:30
		Money Skills 14:30 Time: 13:30 to 14:30			
Week 7th - 11th Dec 2020	Interview Technique 12:00 Time: 10:00 to 12:00	Connects Session 10:30 Time: 09:30 to 10:30	Confidence Building 14:00 Time: 14:00 to 14:00	Connects Session 10:30 Time: 09:30 to 10:30	Mock Interview 10:00 to 10:00 Time:
	Mind & Money Matters (Festive Special) 11:00 to 12:30 Time:	CV Builder 12:30 Time: 10:30 to 12:30	Problem Solving 14:30 Time: 12:30 to 14:30	Practical Interviews 12:30 Time: 10:30 to 12:30	Connects Session 10:00 Time: 14:00 to 10:00
	Basic CV/Covering Letter 14:30 Time: 13:30 to 14:30	CSCS 16:00 Time: 14:00 to 16:00	Job Searching Skills 14:30 Time: 12:30 to 14:30	CSCS to 16:00 Time: 14:00 to 16:00	Interview Skills 13:30 to 14:30 Time:
	Attitude 14:30 Time: 13:30 to 14:30	Targeted CV/Covering Letter to 14:30 Time: 13:30 to 14:30	Working Wednesday 14:30 Time: 13:30 to 14:30	Meet the Team to 16:00 Time: 14:00 to 16:00	Focused Job Search 14:30 Time: 13:30 to 14:30
	Team Work 14:30 Time: 13:30 to 14:30	Goal Setting 14:30 Time: 13:30 to 14:30		Meet the Team 14:30 Time: 13:30 to 14:30	Coping Strategies 15:00 to 14:30 Time:
	Networking 14:30 Time: 12:30 to 14:30	Money Skills 14:30 Time: 13:30 to 14:30		Career Profiling 14:30 Time: 12:30 to 14:30	Mock Interviews 14:30 Time: 13:30 to 14:30
					Meet a Local Employer to 15:30 Time: 14:30 to 15:30
Week 14th - 18th Dec 2020	Interview Technique 10:00 to 12:00 Time:	Connects Session 10:30 Time: 09:30 to 10:30	Confidence Building 16:00 Time: 14:00 to 16:00	Connects Session 10:30 Time: 09:30 to 10:30	Mock Interview 12:00 Time: 10:00 to 12:00
	Basic CV/Covering Letter 14:30 Time: 13:30 to 14:30	Mind & Money Matters (Festive Special) 12:30 Time: 11:00 to 12:30	Problem Solving 14:30 Time: 13:30 to 14:30	Practical Interviews to 12:30 Time: 10:30 to 12:30	Connects Session to 15:00 Time: 14:00 to 15:00
	Attitude to 14:30 Time: 13:30 to 14:30	CV Builder 12:30 Time: 10:30 to 12:30	Job Searching Skills 12:00 to 14:30 Time:	CSCS 16:00 Time: 14:00 to 16:00	Interview Skills 14:30 Time: 13:30 to 14:30
	Team Work 14:30 Time: 13:30 to 14:30	CSCS 16:00 Time: 14:00 to 16:00	Working Wednesday 14:30 Time: 12:30 to 14:30	Meet the Team 14:30 Time: 13:30 to 14:30	Focused Job Search 14:30 Time: 13:30 to 14:30
	Networking 14:30 Time: 12:30 to 14:30	Targeted CV/Covering Letter 13:30 to 14:30 Time:	Live Vacancies 15:00 Time: 14:00 to 15:00	Career Profiling 14:30 Time: 13:30 to 14:30	Coping Strategies 14:30 Time: 13:30 to 14:30
	Video Interviews 16:00 Time: 14:00 to 16:00	Goal Setting 14:30 Time: 13:30 to 14:30			Mock Interviews 14:30 Time: 13:30 to 14:30
		Money Skills 13:30 to 14:30 Time:			
Week 21st - 25th Dec 2020	Interview Technique 12:00 Time: 10:00 to 12:00	Connects Session 10:30 Time: 09:30 to 10:30	Problem Solving 14:30 Time: 13:30 to 14:30		PUBLIC HOLIDAY
	Basic CV/Covering Letter to 14:30 Time: 13:30 to 14:30	CV Builder 12:30 Time: 10:30 to 12:30	Job Searching Skills 14:30 Time: 13:30 to 14:30		
	Attitude 14:30 Time: 13:30 to 14:30	CSCS 16:00 Time: 14:00 to 16:00	Working Wednesday 14:30 Time: 13:30 to 14:30		
	Team Work 14:30 Time: 13:30 to 14:30	Targeted CV/Covering Letter to 14:30 Time: 13:30 to 14:30			
	Networking 14:30 Time: 12:30 to 14:30	Goal Setting 14:30 Time: 13:30 to 14:30			
		Money Skills 14:30 Time: 13:30 to 14:30			



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.

Employability Workshops

Connects Session
CV Builder
Apply Workshop
Interview Technique
Practical Interviews
Get Active
CSCS
Confidence Building
Digital College
Mock Interviews
Video Interviews
Health & Wellbeing Workshops
Emotional Literacy
Resilience
Living Life to the Full
Mental Health Awareness
Financial & Emotional Wellbeing
Labour Market Information
Workshops for 16 to 24 Year Olds
Meet the Team
Coping Strategies
Money Skills
Problem Solving
Goal Setting
Teamwork
Career Profiling (SDS)
Basic CV/Covering Letter
Job Searching Skills
Networking

Focused Job Search
Targeted CV/Covering Letter
Working Wednesdays
Mock Interviews

Job Seeking

Recruitment Event
How to complete a successful application to the Council
How to complete a successful application to the NHS
Where are the current job opportunities?
Meet a local employer
Virtual Work Experience

Training - Invest in Renfrewshire

Description
This session is designed to get clients onto the Microsoft TEAMS platform, connect clients to the D connected, clients will be given an overview of what training is available and asked to subscribe to what would be beneficial to their action plan development.
Create an effective C.V. and cover letter - essential tools for jobseeking
Understand how to complete effective application forms and online applications efficiently including and the importance of an effective personal statement.
Understand how to handle interview situations effectively including how to answer different types of questions to ask and how to make an excellent first impression.
Following on from the Interview Technique session, you will have a set of your answers to prepare for a safe and interactive environment.
Physical activity session to enhance both physical and mental fitness.
Health & Safety accredited card - essential for all construction/physical activity opportunities - fully complete mock tests and funding for test and CSCS Card.
Believe in yourself and boost your confidence to achieve your goals.
Digital College Catalogue - click here to download brochure. Digital College offers a range of online courses.
Practice your interview techniques and obtain constructive feedback to help improve performance
How to prepare for interviews conducted using video. This session will show you how to use hard work, look good on camera and how to maintain proper eye contact.
Description
Helps participants to recognise, understand, appropriately express and manage their own emotions and relationships with other people. This is recognised as the key to effective communication and healthy relationships.
This workshop works well if attended AFTER Emotional Literacy and raises awareness of Resilience and mental health. Participants will explore risk factors impacting Resilience and the benefits of becoming resilient.
This 8-module course teaches participants the life skills aimed at empowering and equipping them to overcome challenges. We explore activities to improve wellbeing; boost confidence; manage anxieties; increase self-care routines.
Understanding stress, anxiety and low mood and personal strategies for self-management.
Discusses the links between emotions and spending habits; how to reduce financial stress and manage debt.
Provides information on the current labour market.
Description
A short introduction to all staff, who are part of this team. This session should be attended before a session.
How to cope in difficult situations, how to handle rejection. Further details supplied on mental health.
Session covers the basics of money skills including how to open a bank account, what is debt, what is interest, how to budget.
Session which looks at problem solving skills and how this can be useful in several different settings.
How to set basic goals and how can this help you to move into a positive destination.
Working as part of a team to complete tasks and why this is important in the work place.
Session provided by SDS around Buzz and how personality is important in career choice.
How to format a CV, what should be included, text, fonts etc. General covering letter which could be used for any application.
Where to look for jobs, tips on how to make job searching successful.
How to use social media apps for networking. Some do's and don'ts. Also looks at family networks.

How to target jobs in a particular sector.
How to write a targeted CV/Spec letter, building on the skills learned in the first session.
Different theme every week. An open session where Training Providers discuss what they have to their business, and Employees discuss their job role.
Time every week dedicated to mock interviews to support clients in preparing for real interviews.
Description
Come along and find out about the current vacancies and how to apply, get tips and find out how to
Get tips on completing an application for Renfrewshire Council and find out about what you should statement.
Get tips on completing an application for NHS and find out about what you should include in your
Find out more on where current vacancies exist and get top tips to enhance your job seeking and interviews
Come along and meet a different employer each month, find out about their business, what they expect makes a good application/CV, what makes you stand out at an interview.
Find out about a workplace and get a tour of a business to get an insight to different careers.

Hanlon Ref	Associated Activity
ACT1627	Submitted for an Internal opp
ACT1359	Submitted for an Internal opp
ACT1360	Submitted for an Internal opp
ACT1361	Submitted for an Internal opp
ACT1375	Submitted for an Internal opp
ACT1650	Submitted for an Internal opp
ACT1366	Submitted for an Internal opp
ACT1368	Submitted for an Internal opp
ACT1374	Submitted for an Internal opp
ACT1609	Submitted for an Internal opp
ACT1625	Submitted for an Internal opp

HEA1496
HEA1496
HEA1501
HEA1500
HEA1624
VTH1690

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VTH1608

JOB1643
JOB1644
JOB1648
JOB1640
JOB1649
JOB1646