

	Monday 1 Feb 21	Tuesday 2 Feb 21	Wednesday 3 Feb 21	Thursday 4 Feb 21	Friday 5 Feb 21
Week 1 - 5 Feb 2021	<b>Interview Technique</b> Time: 10:00 to 12:00	<b>Connects Session</b> Time: 09:30 to 10:30	<b>Confidence Building</b> Time: 14:00 to 16:00	<b>Practical Interviews</b> Time: 10:00 to 12:00	<b>Mock Interview</b> Time: 10:00 to 12:00
	<b>CSCS</b> Time: 14:00 to 16:00	<b>CV Builder</b> Time: 11:00 to 13:00	<b>Digital College</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 14:00 to 15:00	
	<b>Living Life to the Full</b> Time: 11:00 to 12:30			<b>Meet the Team</b> Time: 13:30 to 14:30	
	Monday 8 Feb 21	Tuesday 9 Feb 21	Wednesday 10 Feb 21	Thursday 11 Feb 21	Friday 12 Feb 21
Week 8 - 12 Feb 2021	<b>CSCS</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 09:30 to 10:30	<b>Confidence Building</b> Time: 14:00 to 16:00	<b>Practical Interviews</b> Time: 10:00 to 12:00	<b>Mock Interview</b> Time: 10:00 to 12:00
	<b>Living Life to the Full</b> Time: 11:00 to 12:30	<b>Targeted CV/Covering Letter</b> Time: 13:30 to 14:30	<b>Digital College</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 14:00 to 15:00	<b>Mind &amp; Money Matters</b> Time: 11:00 to 12:30
	<b>Coping Strategies</b> Time: 13:30 to 14:30	<b>Money Skills</b> Time: 13:30 to 14:30	<b>CV/Covering Letter</b> Time: 13:30 to 14:30	<b>Meet the Team</b> Time: 13:30 to 14:30	<b>Meet a Local Employer</b> Time: 11:00 to 12:00
	Monday 15 Feb 21	Tuesday 16 Feb 21	Wednesday 17 Feb 21	Thursday 18 Feb 21	Friday 19 Feb 21
Week 15 - 19 Feb 2021	<b>Interview Technique</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 09:30 to 10:30	<b>Confidence Building</b> Time: 14:00 to 16:00	<b>Practical Interviews</b> Time: 10:00 to 12:00	<b>Mock Interview</b> Time: 10:00 to 12:00
	<b>CSCS</b> Time: 14:00 to 16:00	<b>CV Builder</b> Time: 11:00 to 13:00	<b>Digital College</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 13:00 to 14:00	
	<b>Living Life to the Full</b> Time: 11:00 to 12:30	<b>Money Skills</b> Time: 13:30 to 14:30	<b>CV/Covering Letter</b> Time: 13:30 to 14:30	<b>Video Interviews</b> Time: 14:00 to 16:00	
	<b>Coping Strategies</b> Time: 13:30 to 14:30		<b>Kickstart/YPG</b> Time: 13:30 to 14:30	<b>Meet the Team</b> Time: 13:30 to 14:30	
	<b>Goal Setting</b> Time: 13:30 to 14:30				
	Monday 22 Feb 21	Tuesday 23 Feb 21	Wednesday 24 Feb 21	Thursday 25 Feb 21	Friday 26 Feb 21
Week 22 - 26 Feb 2021	<b>CSCS</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 09:30 to 10:30	<b>Confidence Building</b> Time: 14:00 to 16:00	<b>Practical Interviews</b> Time: 10:00 to 12:00	<b>Mock Interview</b> Time: 10:00 to 12:00
	<b>Living Life to the Full</b> Time: 11:00 to 12:30	<b>Money Skills</b> Time: 13:30 to 14:30	<b>Digital College</b> Time: 14:00 to 16:00	<b>Connects Session</b> Time: 14:00 to 15:00	<b>Mind &amp; Money Matters</b> Time: 11:00 to 12:30
	<b>Coping Strategies</b> Time: 13:30 to 14:30		<b>CV/Covering Letter</b> Time: 13:30 to 14:30	<b>Meet the Team</b> Time: 13:30 to 14:30	
	<b>Goal Setting</b> Time: 13:30 to 14:30		<b>Kickstart/YPG</b> Time: 13:30 to 14:30		
	<b>Job Searching Skills</b> Time: 13:30 to 14:30		<b>Interview Skills</b> 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](mailto:Invest@renfrewshire.gov.uk) to find out more.

Training - Invest in Renfrewshire			
Employability Workshops	Description	Hanlon Ref	Associated Activity
Connects Session	This session is designed to get clients onto the Microsoft TEAMS platform, connect clients to the Digital support offer. Once connected, clients will be given an overview of what training is available and asked to subscribe to any/all courses they feel would be beneficial to their action plan development.	ACT1627	Submitted for an Internal opp
CV Builder	Create an effective C.V. and cover letter - essential tools for jobseeking	ACT1359	Submitted for an Internal opp
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.	ACT1360	Submitted for an Internal opp
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.	ACT1361	Submitted for an Internal opp
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.	ACT1375	Submitted for an Internal opp
Get Active	Physical activity session to enhance both physical and mental fitness.	ACT1650	Submitted for an Internal opp
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.	ACT1366	Submitted for an Internal opp
Confidence Building	Believe in yourself and boost your confidence to achieve your goals.	ACT1368	Submitted for an Internal opp
Digital College	<a href="#">Digital College Catalogue</a> - click here to download brochure. Digital College offers a range of online accredited training courses.	ACT1374	Submitted for an Internal opp
Mock Interviews	Practice your interview techniques and obtain constructive feedback to help improve performance at interviews.	ACT1609	Submitted for an Internal opp
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.	ACT1625	Submitted for an Internal opp
<b>Health &amp; Wellbeing Workshops</b>	<b>Description</b>		
Emotional Literacy	Helps participants to recognise, understand, appropriately express and manage their own emotional states and those of other people. This is recognised as the key to effective communication and healthy relationships.	HEA1496	
Resilience	This workshop works well if attended AFTER Emotional Literacy and raises awareness of Resilience and how it supports good mental health. Participants will explore risk factors impacting Resilience and the benefits of becoming more Resilient.	HEA1496	
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.	HEA1501	
Mental Health Awareness	Understanding stress, anxiety and low mood and personal strategies for self-management.	HEA1500	
Financial & Emotional Wellbeing	Discusses the links between emotions and spending habits; how to reduce financial stress and more.	HEA1624	
Sleep & Routine	Learn about sleep & common problems with sleep. Discover how poor sleep impacts routine. Develop strategies to improve sleeping habits and explore the activities that could form part of a new, healthy routine while looking for /starting work".	HEA1717	
Labour Market Information	Provides information on the current labour market.	VTH1690	
<b>Workshops for 16 to 24 Year Olds</b>	<b>Description</b>		
Meet the Team	A short introduction to all staff, who are part of this team. This session should be attended before attending any other group session.	VTH1595	
Coping Strategies	How to cope in difficult situations, how to handle rejection. Further details supplied on mental health services available locally.	VTH1599	
Money Skills	Session covers the basic of money skills including how to open bank account, what is debt, what does a wage slip look like?	VTH1597	
Problem Solving	Session which looks at problem solving skills and how this can be useful in several different settings.	VTH1598	
Goal Setting	How to set basic goals and how can this help to you move into a positive destination.	VTH1596	
Teamwork	Working as part of a team to complete tasks and why this is important in the work place.	VTH1603	
Career Profiling (SDS)	Session provided by SDS around Buzz and how personality is important in career choice.	VTH1602	
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 to employers.	VTH1600	
Job Searching Skills	Where to look for jobs, tips on how to make job searching successful.	VTH1601	
Networking	How to use social media apps for networking. Some do's and don'ts. Also looks at family networks.	VTH1604	
Focused Job Search	How to target jobs in a particular sector.	VTH1607	
Targeted CV/Covering Letter	How to write a targeted CV/Spec letter, building on the skills learned in the first session.	VTH1605	
Working Wednesdays	Different theme every week. An open session where Training Providers discuss what they have to offer, Employers discuss their business, and Employees discuss their job role.	VTH1606	
Mock Interviews	Time every week dedicated to mock interviews to support clients in preparing for real interviews.	VTH1608	
<b>Job Seeking</b>	<b>Description</b>		
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.	REC1721	
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.	JOB1644	
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.	NHS1720	
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	JOB1640	
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.	MEE1732	
Virtual Work Experience	Find out about a workplace and get a tour of a business to get an insight to different careers.	JOB1646	