

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

These courses will assist you to achieve your career goals - you will have a dedicated Employment 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

	Monday 3 May 2021	Tuesday 4 May 2021	Wednesday 5 May 2021	Thursday 6 May 2021	Friday 7 May 2021
INVEST in YOUR Future 3 May - 7 May 2021	PUBLIC HOLIDAY	Interview Technique Time: 10:00 to 12:00	Confidence Building Time: 11:00 - 13:00	Practical Interviews Time: 10:00 to 12:00	CV Builder Time: 10:00 to 12:00
		Byte Size: Options & Opportunities Time: 13:00 to 14:00	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30
		Mind & Money Matters (Youth) Time: 13:30 to 14:30	Basic CV/Covering Letter Time: 13:30 to 14:30	Introduction to Mindfulness Time: 10:30 to 11:30	
			Byte Size: Overcoming Challenges Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
	Monday 10 May 2021	Tuesday 11 May 2021	Wednesday 12 May 2021	Thursday 13 May 2021	Friday 14 May 2021
INVEST in YOUR Future 10 - 14 May 2021	Connect Session Time: 10:00 to 11:00	Applications - The BIG 3 Time: 10:00 to 12:00	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 13:30	Care SWAP Time: 09:30 to 13:00
	Connect for CSCS Time: 13:00 to 14:00	Byte Size: Teamwork Time: 13:00 to 14:00	Confidence Building Time: 11:00 - 13:00	Byte Size: Positive Presentation Time: 10:00 to 11:00	121 Mock Interview Time: As required
	Connect Session Time: 14:00 to 15:00	Kickstart SWAP Time: 14:00 to 16:30	Byte Size: On the Line Time: 14:00 to 15:00	Kickstart SWAP Time: 14:00 to 16:30	
	Goal Setting Time: 13:30 to 14:30	Buzz Session Time: 13:30 to 14:30	Kickstart/YPG Time: 13:30 to 14:30	Confidence Building Time: 13:00 - 15:00	
	Living Life to the Full Time: 10:30 to 12:00	Mind & Money Matters (Youth) Time: 13:30 to 14:30		Mind & Money Matters (25+) Time: 10:30 to 12:00	
	Monday 17 May 2021	Tuesday 18 May 2021	Wednesday 19 May 2021	Thursday 20 May 2021	Friday 21 May 2021
INVEST in YOUR Future 17 - 21 May 2021	Connect Session Time: 10:00 to 11:00	Interview Technique Time: 10:00 to 12:00	Confidence Building Time: 11:00 - 13:00	Practical Interviews Time: 10:00 to 12:00	CV Builder Time: 10:00 to 12:00
	Connect for CSCS Time: 13:00 to 14:00	Byte Size: Options & Opportunities Time: 13:00 to 14:00	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30
	Connect Session Time: 14:00 to 15:00	Kickstart SWAP Time: 14:00 to 16:30	Byte Size: Overcoming Challenges Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
	Job Searching Skills Time: 13:30 to 14:30	Mind & Money Matters (Youth) Time: 13:30 to 14:30	Interview Skills Time: 13:30 to 14:30	Kickstart SWAP Time: 14:00 to 16:30	
				Introduction to Mindfulness Time: 10:30 to 11:30	
	Monday 24 May 2021	Tuesday 25 May 2021	Wednesday 26 May 2021	Thursday 27 May 2021	Friday 28 May 2021
INVEST in YOUR Future 24 - 28 May 2021	Connect Session Time: 10:00 to 11:00	Applications - The BIG 3 Time: 10:00 to 12:00	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 13:30	Care SWAP Time: 09:30 to 13:00
	Connect for CSCS Time: 13:00 to 14:00	Byte Size: Teamwork Time: 13:00 to 14:00	Confidence Building Time: 11:00 - 13:00	Byte Size: Positive Presentation Time: 10:00 to 11:00	121 Mock Interview Time: As required
	Connect Session Time: 14:00 to 15:00	Kickstart SWAP Time: 14:00 to 16:30	Byte Size: On the Line Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
	Living Life to the Full Time: 10:30 to 12:00	Mind & Money Matters (Youth) Time: 13:30 to 14:30	Mind & Money Matters (25+) Time: 10:30 to 12:00	Kickstart SWAP Time: 14:00 to 16:30	
				Meet the Team Time: 13:30 to 14:30	
	Monday 31 May 2021	Tuesday 1 Jun 2021	Wednesday 2 Jun 2021	Thursday 3 Jun 2021	Friday 4 Jun 2021
INVEST in YOUR Future 31 May - 4 Jun 2021	PUBLIC HOLIDAY	Interview Technique Time: 10:00 to 12:00	Confidence Building Time: 11:00 - 13:00	Practical Interviews Time: 10:00 to 12:00	CV Builder Time: 10:00 to 12:00
		Byte Size: Options & Opportunities Time: 13:00 to 14:00	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30	Care SWAP Time: 09:30 to 12:30
		Kickstart SWAP Time: 14:00 to 16:30	Byte Size: Overcoming Challenges Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
		Mind & Money Matters (Youth) Time: 13:30 to 14:30	Basic CV/Covering Letter Time: 13:30 to 14:30	Kickstart SWAP Time: 14:00 to 16:30	

Employability Courses	Course Description
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.
CV Builder	Create an effective C.V. and cover letter - essential tools for jobseeking
Applications - the BIG 3	Understand how to complete effective application forms answering the BIG 3 questions.
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 yourself and boost your confidence to achieve your goals.
Bytesize: Video & Telephone Interviews	A number of employers are now using digital platforms such as Zoom and MS Teams as well as the phone to interview, so get your skills up to date to be interview ready.
Bytesize: Positive Presentations	This session is aimed at understanding what's getting in your way and how to reduce nerves to take the first step to interview success.
Bytesize: On the Line	This session covers how to upload and attach CVs and applications, the importance of social media profiles, your online presentation as well as networking and creating a LinkedIn profile.
Bytesize: Overcoming Challenges	This session looks how we look at problems and how to overcome them. By changing your perspective, this can lead to a positive result.
Bytesize: Teamwork	Teamwork is one of the top ten skills an employer will look at. This session allows you to reflect on what type of team player you are and how to ace that interview question on what makes you a GREAT Team player instead of just a word on your CV.
Bytesize: Options & Opportunities	Many clients are re-entering work after a long period out of work, want a change or have no idea what they'd be good at. This session uses online tools to help you identify your strengths, skills and qualities and help match you to a job that fits.
Digital College	<a href="#">Digital College Catalogue</a> - click here to download brochure. Digital College offers a range of online accredited training courses.
Mock Interviews	Practice your interview techniques and obtain constructive feedback to help improve performance at interviews.
Health & Wellbeing Workshops	Description
Mind & Money Matters	This session explores the links between our emotions and our spending habits and offers advice on how to avoid the cycle of poor mental health and poor finances. Includes a discussion on Good Debt v Bad Debt and Top Tips on money savings and the session is supported by handouts and a personal budget worksheet.
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.
Workshops for 16 to 24 Year Olds	Description
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.
Coping Strategies	How to cope in difficult situations, how to handle rejection. Further details supplied on mental health services available locally.
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?
Goal Setting	How to set basic goals and how can this help to you move into a positive destination.
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.
Job Searching Skills	Where to look for jobs, tips on how to make job searching successful.