

	Monday 1 Mar 21	Tuesday 2 Mar 21	Wednesday 3 Mar 21	Thursday 4 Mar 21	Friday 5 Mar 21
Week 1 - 5 Mar 2021	Interview Technique Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 14:00 to 16:00	Practical Interviews Time: 10:00 to 12:00	Mock Interview Time: 10:00 to 12:00
	CSCS Time: 14:00 to 16:00	CV Builder Time: 11:00 to 13:00	Digital College Time: 14:00 to 16:00	Connects Session Time: 14:00 to 15:00	
		Care SWAP Information Session Time: 14:00 to 15:00	Social Security SWAP Time: 10:00 to 16:00	Social Security SWAP Time: 10:00 to 16:00	Social Security SWAP Time: 10:00 to 16:00
		Mind & Money Matters (Youth) Time: 13:30 to 14:30	Construction SWAP Information Session Time: 11:00 to 12:00	Meet the Team Time: 13:30 to 14:30	
	Monday 8 Mar 21	Tuesday 9 Mar 21	Wednesday 10 Mar 21	Thursday 11 Mar 21	Friday 12 Mar 21
Week 8 - 12 Mar 2021	Interview Technique Time: 2pm - 4pm	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 14:00 to 16:00	Connects Session Time: 14:00 to 15:00	Mock Interview Time: 10:00 to 12:00
	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00
	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00	Living Life to the Full Time: 10:30 to 12:00	Mind & Money Matters (25+) Time: 10:30 to 12:00
	CSCS Time: 14:00 to 16:00	Mind & Money Matters (Youth) Time: 13:30 to 14:30	Digital College Time: 14:00 to 16:00		
	Coping Strategies Time: 13:30 to 14:30		Basic CV/Covering Letter Time: 13:30 to 14:30		
	Monday 15 Mar 21	Tuesday 16 Mar 21	Wednesday 17 Mar 21	Thursday 18 Mar 21	Friday 19 Mar 21
Week 15 - 19 Mar 2021	Interview Technique Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 11am - 1pm	Practical Interviews Time: 10:00 to 12:00	Mock Interview Time: 10:00 to 12:00
	CSCS Time: 14:00 to 16:00	CV Builder Time: 11:00 to 13:00	Digital College Time: 14:00 to 16:00	Connects Session Time: 13:00 to 14:00	
	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00	Construction SWAP Time: 10:00 to 16:00
	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00		
	Goal Setting Time: 13:30 to 14:30	Buzz Session Time: 13:30 to 14:30	Kickstart/YPG Time: 13:30 to 14:30		
		Mind & Money Matters (Youth) Time: 13:30 to 14:30			
	Monday 22 Mar 21	Tuesday 23 Mar 21	Wednesday 24 Mar 21	Thursday 25 Mar 21	Friday 26 Mar 21
Week 22 - 26 Mar 2021	Interview Technique Time: 10:00 to 12:00	Connects Session Time: 09:30 to 10:30	Confidence Building Time: 11am - 1pm	Connects Session Time: 14:00 to 15:00	Mock Interview Time: 10:00 to 12:00
	CSCS Time: 14:00 to 16:00	CV Builder Time: 11:00 to 13:00	Digital College Time: 14:00 to 16:00	Practical Interviews Time: 10:00 to 12:00	Mind & Money Matters (25+) Time: 10:30 to 12:00
	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00	Care SWAP Time: 10:00 to 16:00	Living Life to the Full Time: 10:30 to 12:00	
	Job Searching Skills Time: 13:30 to 14:30	Mind & Money Matters (Youth) Time: 13:30 to 14:30	Applications - The BIG 3 Time: 14:00 to 16:00		
			Interview Skills Time: 13:30 to 14:30		

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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
Applications - the BIG 3	Understand how to complete effective application forms answering the BIG 3 questions.	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
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	Digital College Catalogue - 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
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.	HEA1501	
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.	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	
Goal Setting	How to set basic goals and how can this help to you move into a positive destination.	VTH1596	
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	