

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 August 21	Tuesday 3 August 21	Wednesday 4 August 21	Thursday 5 August 21	Friday 6 August 21
Week 2nd - 6th August 2021	PUBLIC HOLIDAY	Applications - The BIG 3 Time: 10:00 to 12:00	Confidence Building Time: 11:00 - 13:00	Byte Size: Positive Presentation Time: 10:00 to 11:00	121 Mock Interview Time: As required
		Byte Size: Teamwork Time: 13:00 to 14:00	Byte Size: On the Line Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
	Monday 9 August 21	Tuesday 10 August 21	Wednesday 11 August 21	Thursday 12 August 21	Friday 13 August 21
Week 9th - 13 August 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	Byte Size: Overcoming Challenges Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
				All About Mental Health Time: 10:30 to 12:00	
	Monday 16 August 21	Tuesday 17 August 21	Wednesday 18 August 21	Thursday 19 August 21	Friday 20 August 21
Week 16th - 20th August 2021	Connect Session Time: 10:00 to 11:00	Applications - The BIG 3 Time: 10:00 to 12:00	Confidence Building Time: 11:00 - 13:00	Byte Size: Positive Presentation Time: 10:00 to 11:00	CV Builder Time: 10:00 to 12:00
	Connect for CSCS Time: 13:00 to 14:00	Byte Size: Teamwork Time: 13:00 to 14:00	Byte Size: On the Line Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
	Monday 23 August 21	Tuesday 24 August 21	Wednesday 25 August 21	Thursday 26 August 21	Friday 27 August 21
Week 23rd - 27th August 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	Byte Size: Overcoming Challenges Time: 14:00 to 15:00	Confidence Building Time: 13:00 - 15:00	
				All About Mental Health Time: 10:30 to 12:00	



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 Workshops	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 Workshop	Description
All About Mental Health	This is a general awareness mental health session, which includes topics such as anxiety, stress and depression; introduction to the Wellness Wheel; everyday techniques to reduce stress and anxiety and an overview of digital and local well-being resources. A short workbook accompanies this session.