

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 04/10/21	Tuesday 05/10/21	Wednesday 06/10/21	Thursday 07/10/21	Friday 08/10/21
Week 4th - 8th October 2021	Connect Session Time: 10:00 to 11:00	IT for Beginners Times TBA	Byte Size: Get Online Time: 10:00 to 11:30	Practical Interviews Time: 10:00 to 12:00	CV Recharge Time: 10:00 to 12:00
	Connect for CSCS Time: 11:00 to 12:00		Interview Technique Time: 11:00 to 13:00	BYTE Size: Positive Presentation Time: 14:00 to 15:00	
	Kickstart SWAP Time: 14:00 to 16:00		CSCS Time: 14:00 to 16:00		
	Construction SWAP	Construction SWAP	Construction SWAP	Construction SWAP	Construction SWAP
	Monday 11/10/21	Tuesday 12/10/21	Wednesday 13/10/21	Thursday 14/10/21	Friday 15/10/21
Week 11th - 15th October 2021	Connect Session Time: 10:00 to 11:00	IT for Beginners Times TBA	Interview Technique Time: 11:00 to 13:00	Practical Interviews Time: 10:00 to 12:00	CV Recharge Time: 10:00 to 12:00
	Kickstart SWAP Time: 14:00 to 16:00				
	Monday 18/10/21	Tuesday 19/10/21	Wednesday 20/10/21	Thursday 21/10/21	Friday 22/10/21
Week 18th - 22nd October 2021	Connect Session Time: 10:00 to 11:00	IT for Beginners Times TBA	Interview Technique Time: 11:00 to 13:00	Practical Interviews Time: 10:00 to 12:00	CV Recharge Time: 10:00 to 12:00
	Connect for CSCS Time: 11:00 to 12:00		Byte Size: Get Online Time: 10:00 to 11:30	Confidence Building 2 Time: 13:00 to 15:00	
	Kickstart SWAP Time: 14:00 to 16:00	Confidence Building 1 Time: 10:00 to 12:00	CSCS Time: 14:00 to 16:00	Personal Resilience (25+) Time: 10:30 to 12:00	
		Applications - TEAMS The BIG 3 Time: 13:00 to 15:00			
	Monday 25/10/21	Tuesday 26/10/21	Wednesday 27/10/21	Thursday 28/10/21	Friday 29/10/21
Week 25th - 29th October 2021	Connect Session Time: 10:00 to 11:00	IT for Beginners Times TBA	Interview Technique Time: 11:00 to 13:00	Practical Interviews Time: 10:00 to 12:00	CV Recharge Time: 10:00 to 12:00
	Connect for CSCS Time: 11:00 to 12:00		Byte Size: Get Online Time: 11:00 to 12:00	Confidence Building 4 Time: 13:00 to 15:00	
	Byte Size Teamwork Time: 14:00 to 15:00	Confidence Building 3 Time: 10:00 to 12:00	CSCS Time: 14:00 to 16:00	Personal Resilience for Young People Time: 14:00 to 15:30	
	Kickstart SWAP Time: 14:00 to 16:00	Byte Size: Positive Presentations Time: 14:00 to 15:00	Mind & Money Matters 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: 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.
Bytesize: Get Online	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: 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.
Health & Wellbeing Workshops	
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.
Personal Resilience	The session is about tools, tips and quick wins for building personal resilience and includes: identifying and managing personal stressors, taking control of thoughts, feelings and actions, developing a strategy to build resilience using re-framing and mindfulness techniques and finding out where to go for further support.