

Training Calendar - January 2022

	10/01/2022	11/01/2022	12/01/2022	13/01/2022	14/01/2022
10th - 14th Jan 2022	<b>Connect Session</b> Time: 10:00 to 11:00	<b>IT for Beginners AM</b> Individual times TBA	<b>Practical Interviews</b> Time: 11:00 to 13:00	<b>What Employers Really Want</b> Time: 10:00 to 12:00	<b>Listening Surveys</b> Time: 10:00 to 14:00
	<b>FWP Course Information Session</b> Time: 11:00 to 12:00	<b>IT for Beginners PM</b> Individual times TBA	<b>Connect for CSCS</b> Time: 13:00 to 14:00	<b>FWP Foundations</b> Time: 13:00 to 15:00	<b>Wellness Group Session</b> Time: 10:00 - 12:00
	<b>Interview Technique</b> Time: 13:00 to 15:00	<b>Listening Surveys</b> Time: 10:00 to 14:00	<b>CSCS</b> 14:00 to 16:00 Individual times TBA	<b>Presenting YOU</b> Time: 13:00 to 15:00	
			<b>Listening Surveys</b> Time: 10:00 to 14:00		
			<b>CV Recharge</b> Time: 14:00 to 16:00		
	17/01/2022	18/01/2022	19/01/2022	20/01/2022	21/01/2022
17th - 21st Jan 2022	<b>Connect Session</b> Time: 10:00 to 11:00	<b>IT for Beginners AM</b> Individual times TBA	<b>Practical Interviews</b> Time: 11:00 to 13:00	<b>FWP Foundations</b> Time: 13:00 to 15:00	<b>Listening Surveys</b> Time: 10:00 to 14:00
	<b>FWP Course Information Session</b> Time: 11:00 to 12:00	<b>IT for Beginners PM</b> Individual times TBA	<b>CV Recharge</b> Time: 14:00 to 16:00	<b>Getting to know YOU</b> Time: 10:00 to 12:00	<b>Wellness Group Session</b> Time: 10:00 - 12:00
	<b>Interview Technique</b> Time: 13:00 to 15:00			<b>Goal Setting and Motivation</b> Time: 13:00 to 15:00	
	<b>STEPS (Closed group)</b> Time: 10:00 to 14:00				
	24/01/2022	25/01/2022	26/01/2022	27/01/2022	28/01/2022
24th- 28th Jan 2022	<b>Connect Session</b> Time: 10:00 to 11:00	<b>IT for Beginners AM</b> Individual times TBA	<b>Practical Interviews</b> Time: 11:00 to 13:00	<b>Confidence and Self Esteem Introduction</b> Time: 10:00 to 12:00	<b>Listening Surveys</b> Time: 10:00 to 14:00
	<b>FWP Course Information Session</b> Time: 11:00 to 12:00	<b>IT for Beginners PM</b> Individual times TBA	<b>CV Recharge</b> Time: 14:00 to 16:00	<b>FWP Foundations</b> Time: 13:00 to 15:00	<b>Wellness Group Session</b> Time: 10:00 - 12:00
	<b>Interview Technique</b> Time: 13:00 to 15:00	<b>STEPS (Closed group)</b> Time: 10:00 to 14:01	<b>Connect for CSCS</b> Time: 13:00 to 14:00	<b>Problem Solving and Resilience</b> Time: 13:00 to 15:00	
	<b>STEPS (Closed group)</b> Time: 10:00 to 14:00		<b>CSCS</b> 14:00 to 16:00 TBA		
	31/01/2022	01/02/2022	02/02/2022	03/02/2022	04/02/2022
31st Jan - 4th Feb 2022	<b>Connect Session</b> Time: 10:00 to 11:00	<b>IT for Beginners AM</b> Individual times TBA	<b>Practical Interviews</b> Time: 11:00 to 13:00	<b>Are you a Team Player?</b> Time: 10:00 to 12:00	<b>Applications - The BIG 3</b> Time: 10:00 - 12:00
	<b>FWP Course Information Session</b> Time: 11:00 to 12:00	<b>IT for Beginners PM</b> Individual times TBA	<b>CV Recharge</b> Time: 14:00 to 16:00	<b>FWP Foundations</b> Time: 13:00 to 15:00	
	<b>Interview Technique</b> Time: 13:00 to 15:00	<b>STEPS (Closed group)</b> Time: 10:00 to 14:00	<b>Connect for CSCS</b> Time: 13:00 to 14:00	<b>What Employers Really Want</b> Time: 14:00 to 16:00	
	<b>STEPS (Closed group)</b> Time: 10:00 to 14:00		<b>CSCS</b> 14:00 to 16:00 TBA		

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<b>Employability Workshops</b>
Connect Session
CV Recharge
Applications - the BIG 3
Interview Technique
Practical Interviews
CSCS
Confidence Building and Self Esteem Introduction
Motivation and Goal Setting
Problem Solving and Resilience
Are you a Team Player?
Getting to know YOU
What employers want

FWP Information session
Foundations Session
Digital College
Mock Interviews
<b>Health &amp; Wellbeing Workshops</b>
My Wellness Journal

### Training - Invest in Renfrewshire

Description	Hanlon Ref
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
Create an effective C.V. and cover letter - essential tools for job seeking	ACT1359
Understand how to complete effective application forms answering the BIG 3 questions.	ACT1360
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
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
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
Believe in yourself and boost your confidence to achieve your goals an introduction to our PD course to give you a tater of what to expect .	ACT1368
Motivation can be hard especially when you've had a few disappointments , in fact why even bother? We need goals to lie ans not simply exist. This session covers why goals and motivation are key to our living happy fulfilled lives , start by coming along and achieving a goal today .	STA1173
This session looks how we look at problems and how to overcome them. Helping you change your perspective, think positively and solve problems.	ACT1372
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.	BYT1844
You might be entering the workplace after many years, or never had a job? Interviewers always ask you to tell them a bit about yourself , this will help you answer honest and effectively. You can use this information to personalise your CV using words that not only stand out but show an employer who you really are. Using tools that identify your skills and qualities , find out what you are good at and focus your job search on doing a job you'll love.	BYT2013
looking at the most up to date information from top employers, discover the top skills and qualities employers need and want ,some may even surprise you . Identify the qualities you can offer employers and what you can do to stand out from the crowd .	

For any clients 12 months plus who want to Review and Recharge their skills and chances of getting a guaranteed interview and ultimately a job . Giving an overview of the interventions available	FWP2484
Foundations a visual tool to for Learners to aid their development of goals and aspirations, done over a period of time for them to see their progression and as a tool for them to identify areas of development. By the end of the sessions, learners will see and identify areas of potential development for themselves and a visual tool to aid conversation with trainer in setting goals and training needs. Ideally done on a face-to-face group session, repeated 4 times, learners will see their improvement, motivation and confidence.	ACT2494
<a href="#">Digital College Catalogue - click here to download brochure. Digital College offers a range of online accredited training courses.</a>	ACT1374
Practice your interview techniques and obtain constructive feedback to help improve performance at interviews.	ACT1609
<b>Description</b>	
In this workshop we will explore the benefits of effective personal wellness journaling which can be used to help de-clutter negative thoughts and create a positive mindset. The session includes; how to make effective 'to-do' lists; setting realistic goals and planning ahead to get things done. Clients with mild-moderate anxiety or difficulties in finding motivation may benefit most. Sessions are 90mins and will be limited to 4 participants due to distancing measures and space required for creative task.	



Submitted for an Internal opp	<i>Interest Expressed</i>
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