

Skills 4 Jobseekers



A short, practical programme of training and support aimed at helping you brush up on the skills you need to help you find a job.

Learn how to:

- Use the internet and other resources to search for jobs
- Complete job application forms and the all important 'person specification'
- Prepare for and practice interview skills
- Write effective CV's

Understand:

- Customer Service
- Equality and Diversity
- Health and Safety
- Company Procedures

Improve:

Your ICT, communication, reading and written skills by working towards recognized (OCR) qualifications in ICT and literacy.

You will also get:

- Free Careers advice and support
- Free training needs analysis

Course Details:

Date: 3rd November 2009 - 3rd February 2010
Days: Tuesdays and Wednesdays
Times: 10.00 – 2.00
Venue: As below

Please contact: 0208 774 4040 - for more information

programme details