

Virtual Workshops Leeds – Jan 21

Customers will need access to a Wi-Fi enabled device. **No video used**

To refer customers please contact the Booking Line on
0191 731 4750 or email: bookingline@educationdevelopmenttrust.com

With Customer Name, Telephone Number & Email Address

Transferable Skills

- *Secure help with pinpointing your transferable skills*
- *Learn how to evidence your transferable skills on your CV & in job applications*
- *Explore the skills that employers look for in an applicant*
- *Explore ways of expanding your skillset*
- *Understand how to use your transferable skills in your job searching & career planning*

Creating a Winning CV

- *To give you the confidence to build, update & tailor your own CV*
- *Understand how to identify & promote your skills & experiences in order to stand out*
- ***Please note customers referred to this session will need to be able to instigate changes to their CV independently***

Starting Out (18 to 24 years)

- *To provide information on the local labour market & how you can use this to help you plan your next steps*
- *To make you aware of the options available including education, training, apprenticeships, traineeships, work experience, voluntary work & employment*
- *How to identify your strengths & transferable skills*

Graduate Job Search

- *Explore what careers you could go into with your degree*
- *Understand the graduate labour market*
- *Gain an understanding of what skills you have to offer an employer*
- *Hints & tips on job searching, completing application forms, CVs & interviews*

Interview Skills

- *Explore the different types of interviews you may encounter, including **virtual interviews***
- *Identify what employers look for in an interview from an applicant*
- *Deconstruct interview questions to identify their focus & promote understanding*
- *Help build confidence & prepare for an interview*

Experience Matters (45 Years+)

- *Designed to help you assess & understand your own career motivations & plans for the future*
- *Help you to reflect on your work journey & to recognise the skills you already have*
- *Explore how you can transfer your skills to other sectors or careers*

Civil Service Recruitment Preparation

- *Build your confidence in completing job & learning application forms*
- *Enable you to feel confident in completing the DWP application form along with hints & tips to complete the process fully & effectively*
- *Learn how to deconstruct job descriptions & person specifications*
- *Understand how to write supporting statements (using success profiles)*
- *Access information on the Civil Service Judgement Test*