



ESSENTIAL SKILLS FOR LIFE & WORK

12 WEEK TRAINING & SUPPORT PROGRAMME

This is a relaxed, friendly atmosphere with experienced mentors offering 12-weeks of bespoke mentoring sessions tailored around your needs!

COURSE CONTENT

- Essential Skills Experience - identifying what you can do
- SMART target planning
- Job search skills - topics include where to look, describing ability; job adverts
- Make a digital CV and covering letter; including what makes a good CV
- Digital Job search
- Social media & Zoom/Teams/Skype interviews - job search skills
- Preparing for work skills - communication, time keeping, appearance, research, mindfulness
- Produce bespoke individual Action Plan
- Managing your health condition in the work place (where applicable)
- Individual career and training mentoring - developing employability - 1 to 1



Every Thursday 10am-2pm
starting on 7 March



Ty Enfys Cafe, 46-48 Abergele Road,
Colwyn Bay LL29 7PA

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07743 170895

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Mae'r ddogfen hon ar gael yn Gymraeg hefyd



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