

## Course details

### Course title

Professional Development: Employability Skills

### Course code

Q00017094

### Course date

Start: 14/10/24

End: 17/10/24

### Number of classes

4 sessions

### Timetable

Mon 14th Oct, 10:00 to 14:00

Tue 15th Oct, 10:00 to 14:00

Wed 16th Oct, 10:00 to 14:00

Thu 17th Oct, 10:00 to 14:00

### Tutor

Guest Speaker

### Fee range

Free to £67.20

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

## **Venue**

Seetec Pluss Bournemouth

G.01 & Meeting room 1a

Oxford Point

19 Oxford Road

Bournemouth

BH8 8GS

## **Level of study**

Beginners

## **Course overview**

Are you looking to upskill for employment? Then attend this course and boost your employability skills. If you're entering the workforce for the first time or after a long break, this course can teach you essential skills employers look for and prepare you for the transition. Learn basic skills for jobs in any sector as well as key soft skills for your CV. Feel confident stepping into the workforce. This course will provide you with the soft skills required to get that job and give you the confidence and self-esteem to sell what you have to offer to potential employers.

## **Course description**

Getting your dream job doesn't end with the perfect CV. You have to be ready to communicate and ace the interview. This course will give you confidence in an interview setting, and know exactly how to use your voice and body language to nail that interview. Find your strengths and learn how to showcase them in this friendly informal course. By the end you will have no problem going to that next interview. This course is for anyone wanting to learn skills for employment. It is suitable for all types of learners. If you have any accessibility requirements, please let us know. We

will do everything we can to accommodate your needs. Please make sure you have access to the internet for the duration of this course. Our tutors use the WEA's digital learning portal, Canvas, to send you important information and tasks. The WEA specialises in teaching adults. We want you to enjoy your studies, that's why our tutors take great care to create a positive learning environment. Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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