



## Course details

### Course title

Employability & Skills: Effective Employment Skills

### Course code

Q00017806

### Course date

Start: 02/05/25

End: 23/05/25

### Number of classes

4 sessions

### Timetable

Fri 2nd May, 10:00 to 12:00

Fri 9th May, 10:00 to 12:00

Fri 16th May, 10:00 to 12:00

Fri 23rd May, 10:00 to 12:00

### Tutor

Andrew Vincent

### Fee range

Free to £33.60

### 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

St James city Farm Cafe  
23 Albany Street  
Gloucester  
GL1 4NG

## **Level of study**

Beginners

## **Course overview**

Develop the skills needed to succeed in the workplace with our Employability & Skills: Effective Employment Skills course. Learn how to communicate effectively, manage time, and work as part of a team. Ideal for individuals looking to enhance their employability.

## **Course description**

Employability & Skills: Effective Employment Skills is designed to equip individuals with the essential skills needed to thrive in the modern workplace. This course covers a range of topics, including effective communication, time management, teamwork, and problem-solving. Participants will learn how to navigate workplace dynamics, manage their workload efficiently, and contribute positively to team projects. The course includes practical exercises, role-playing scenarios, and group discussions that simulate real-world workplace situations. By the end of the course, participants will have developed a toolkit of skills that can be applied to any professional setting, enhancing their employability and career prospects. This course is ideal for job seekers, new employees, and anyone looking to improve their workplace skills.

## **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.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/2-may-employability-skills-effective-employment-skills>