



Course details

Course title

Workplace Essentials

Course code

Q00028144

Course date

Start: 19/08/26

End: 26/08/26

Number of classes

2 sessions

Timetable

Wed 19th Aug, 9:30 to 13:00

Wed 26th Aug, 9:30 to 13:00

Tutor

Irma Gough

Fee range

Funding available - £56.00

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

Clovelly Centre (Southampton)
60-68 Clovelly Road

Southampton
SO14 0AU

Level of study
Beginners

Course overview

This course is funded by the Department for Education and only open to residents living in non devolved authorities. This course will help you understand what positive workplace behaviour looks like and why it is important. You will explore everyday situations that can cause problems at work, such as making a mistake, not understanding instructions or needing help. You will learn how to stay calm and communicate respectfully. You will practise responding to problems in a positive way. The course ends with a supportive workplace scenario, allowing you to demonstrate your learning and build confidence for starting or returning to work.

Course description

Starting a new job or returning to work can feel challenging, especially when things don't go exactly as planned. This course is designed to help you feel more confident about how to behave at work and how to deal with everyday problems in a positive and professional way.

On this course, you will explore what employers look for in workplace behaviour, such as having a positive attitude, communicating respectfully, and taking responsibility. You will also look at common workplace problems and learn how to respond calmly and appropriately.

This course is ideal if you are preparing to start work, return to work after a break, or want to improve your confidence and behaviour in the workplace. By the end of the course, you will feel more prepared to handle workplace situations professionally and positively.

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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