



Course details

Course title

Work Ready

Course code

Q00028327

Course date

Start: 17/08/26

End: 21/08/26

Number of classes

5 sessions

Timetable

Mon 17th Aug, 10:00 to 15:00

Tue 18th Aug, 10:00 to 15:00

Wed 19th Aug, 10:00 to 15:00

Thu 20th Aug, 10:00 to 15:00

Fri 21st Aug, 10:00 to 15:00

Tutor

Irma Gough

Fee range

Funding available - £200.00

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 five-day course equips learners with the essential skills, confidence, and mindset required to prepare to enter the workplace. Through interactive sessions, learners will explore employer expectations, communication techniques, teamwork, time management, and problem-solving strategies. The course enables learners to develop confidence in speaking up, taking initiative, and performing under pressure. Digital skills and leadership capabilities are also introduced to prepare learners for modern working environments. By the end of the course, learners will have applied their knowledge in a realistic workplace simulation and developed a personalised action plan to support their future career progression.

Course description

This five-day course is designed to prepare learners for the demands of the modern workplace by developing key employability skills, confidence, and professional behaviours. Beginning with a focus on confidence and workplace expectations, learners will explore employer standards, learn how to manage nerves, and practise speaking up in a professional setting. The course then progresses to building strong communication and teamwork skills, including both verbal and written communication, ensuring learners can contribute effectively within a team.

Midweek sessions introduce essential organisational abilities such as time management, problem-solving, and taking initiative. Learners will develop practical strategies to prioritise tasks, resolve workplace challenges, and demonstrate leadership potential. As the course continues, learners will strengthen their ability to work under pressure, manage multiple responsibilities, and utilise digital tools commonly used in professional environments.

The final day brings together all learning through a realistic workplace simulation, where learners apply their skills in a collaborative, task-based scenario. Reflection, feedback, and action planning ensure each learner leaves with a clear understanding of their strengths and areas for development. This course provides a strong foundation for workplace readiness and future career success.

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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