



## Course details

### Course title

Work Ready

### Course code

Q00028655

### Course date

Start: 27/11/26

End: 12/02/27

### Number of classes

10 sessions

### Timetable

Fri 27th Nov, 9:30 to 12:00

Fri 4th Dec, 9:30 to 12:00

Fri 11th Dec, 9:30 to 12:00

Fri 18th Dec, 9:30 to 12:00

Fri 8th Jan, 9:30 to 12:00

Fri 15th Jan, 9:30 to 12:00

Fri 22nd Jan, 9:30 to 12:00

Fri 29th Jan, 9:30 to 12:00

Fri 5th Feb, 9:30 to 12:00

Fri 12th Feb, 9:30 to 12:00

### Tutor

Shamima Begum

### Fee range

Funding available - £192.00

### 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**

Victoria Hall Methodist Church (Sheffield)  
Norfolk Street  
Sheffield  
S1 2JB

## **Level of study**

Entry Level

## **Course overview**

This course is funded by the South Yorkshire Combined Authority and is only available to residents living within the South Yorkshire Combined Authority area. This course is designed to help you build confidence, understand workplace expectations and prepare for employment. Across the interactive units, you will develop essential skills for work and life, including communication, teamwork, resilience, and professional etiquette. Activities include storytelling, vision boards, group challenges, wellbeing planning, and mock interviews. You will also explore equality and diversity, health and safety and strategies for managing stress. The course concludes with creating a personalised progression plan to support your next steps. You will feel more confident, informed, and ready for the working environment.

## **Course description**

This course is designed to help learners build the confidence, communication skills, and self-awareness needed to take positive steps toward employment. Through a supportive and engaging learning environment, you will explore a range of practical skills that contribute to personal growth and workplace readiness.

You will take part in creative group activities that encourage them to present ideas and collaborate with others, helping to strengthen their confidence and communication skills. The course also introduces key workplace expectations, enabling learners to recognise professional behaviours, understand employer standards, and become aware of their rights and responsibilities in different work settings.

A strong emphasis is placed on personal wellbeing, with learners creating their own wellbeing plan to support stress management, healthy routines and effective task prioritisation. To prepare for future opportunities, participants will take part in mock interviews where they can apply verbal and nonverbal communication techniques and receive constructive feedback to improve your performance. prioritisation. To prepare for future opportunities, participants will take part in mock interviews where they can apply verbal and non verbal communication techniques and receive constructive feedback to improve

You will produce a personalised progression action plan that celebrates their achievements and outlines realistic next steps. Whether that involves seeking employment, enrolling on further training, or continuing their learning journey with confidence and purpose.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/27-november-work-ready>