

Employability Courses 2016/17

STUDY SKILLS – We will focus on building your self-esteem, looking at your personal strengths and aspirations and enable you to set personal GOALS, whether in the work place or in your personal life. We will enable you to challenge the way that you think, build your confidence and plan a way forward.

Code	Title	Location	Level	Day	From	To	Start	Weeks	Full Fee	Conc.
9003	GOALS	RR	Introduction	Mon & Tue	0930	1630	03-Oct-16	1	0.00	0.00
9011	GOALS	RR	Introduction	Mon & Tue	0930	1630	21-Nov-16	1	0.00	0.00
9016	GOALS	RR	Introduction	Tue & Wed	0930	1630	21-Feb-17	1	0.00	0.00
9022	GOALS	RR	Introduction	Mon & Tue	0930	1630	06-Mar-17	1	0.00	0.00
9028	GOALS	RR	Introduction	Mon & Tue	0930	1600	08-May-17	1	0.00	0.00
9034	GOALS	RR	Introduction	Mon & Tue	0930	1630	19-Jun-17	1	0.00	0.00

COULD YOU BE SELF EMPLOYED? – Would you like to set up your own business? Do you want a career change? Have you got a hobby that could make you some money? Then going self employed could be for you. This might be along-side your exiting job or taking a whole new career pathway.

Code	Title	Location	Level	Day	From	To	Start	Weeks	Full Fee	Conc.
9008	COULD YOU BE SELF EMPLOYED?	RR	Introduction	Wed	0930	1500	09-Nov-16	1	0.00	0.00
9019	COULD YOU BE SELF EMPLOYED?	RR	Introduction	Wed	0930	1500	01-Mar-17	1	0.00	0.00
9031	COULD YOU BE SELF EMPLOYED?	RR	Introduction	Tue	0930	1500	06-Jun-17	1	0.00	0.00

CV DEVELOPMENT – Are you looking for a new job? Do you want a career change? Whatever your situation, when it comes to updating and writing your CV for job applications, you are looking for any possible way to stand out from the crowd.

Code	Title	Location	Level	Day	From	To	Start	Weeks	Full Fee	Conc.
9000	CV DEVELOPMENT	RR	Introduction	Tue	0930	1500	13-Sep-16	1	0.00	0.00
9004	CV DEVELOPMENT	RR	Introduction	Fri	0930	1500	14-Oct-16	1	0.00	0.00
9007	CV DEVELOPMENT	RR	Introduction	Mon	0930	1500	31-Oct-16	1	0.00	0.00
9012	CV DEVELOPMENT	RR	Introduction	Tue	0930	1500	10-Jan-17	1	0.00	0.00
9015	CV DEVELOPMENT	RR	Introduction	Wed	0930	1500	08-Feb-17	1	0.00	0.00
9023	CV DEVELOPMENT	RR	Introduction	Wed	0930	1500	08-Mar-17	1	0.00	0.00
9024	CV DEVELOPMENT	RR	Introduction	Mon	0930	1500	24-Apr-17	1	0.00	0.00
9027	CV DEVELOPMENT	RR	Introduction	Mon	0930	1500	15-May-17	1	0.00	0.00
9036	CV DEVELOPMENT	RR	Introduction	Fri	0930	1230	30-Jun-17	1	0.00	0.00

PERSONAL STATEMENTS – Personal statements are the most crucial part of getting a job, even more important than your CV. Learn the techniques that ensure your CV is read by employers.


Code	Title	Location	Level	Day	From	To	Start	Weeks	Full Fee	Conc.
9001	PERSONAL STATEMENTS	RR	Introduction	Mon	0930	1230	19-Sep-16	1	0.00	0.00
9005	PERSONAL STATEMENTS	RR	Introduction	Mon	0930	1230	17-Oct-16	1	0.00	0.00
9010	PERSONAL STATEMENTS	RR	Introduction	Fri	0930	1230	11-Nov-16	1	0.00	0.00
9013	PERSONAL STATEMENTS	RR	Introduction	Wed	0900	1200	01-Feb-17	1	0.00	0.00
9017	PERSONAL STATEMENTS	RR	Introduction	Tue	0930	1230	17-Jan-17	1	0.00	0.00
9020	PERSONAL STATEMENTS	RR	Introduction	Wed	0930	1230	15-Mar-17	1	0.00	0.00
9025	PERSONAL STATEMENTS	RR	Introduction	Fri	0930	1230	28-Apr-17	1	0.00	0.00
9029	PERSONAL STATEMENTS	RR	Introduction	Tue	1300	1600	16-May-17	1	0.00	0.00
9033	PERSONAL STATEMENTS	RR	Introduction	Tue	0930	1230	13-Jun-17	1	0.00	0.00
9037	PERSONAL STATEMENTS	RR	Introduction	Mon	0930	1230	03-Jul-17	1	0.00	0.00


INTERVIEW SKILLS – This course will provide you with an insight in to what employers are looking for when recruiting employees. We will show you how to sell yourself and your skills in interviews. If you haven't been for an interview before or you have and you didn't get the job, try this course. You will get constructive feedback on your techniques which may help you to bag the next job. The course will help you to master nerves and how to use them to your advantage.

Code	Title	Location	Level	Day	From	To	Start	Weeks	Full Fee	Conc.
9002	INTERVIEW SKILLS	RR	Introduction	Tue	0930	1230	27-Sep-16	1	0.00	0.00
9006	INTERVIEW SKILLS	RR	Introduction	Fri	0930	1230	21-Oct-16	1	0.00	0.00
9009	INTERVIEW SKILLS	RR	Introduction	Tue	0930	1230	15-Nov-16	1	0.00	0.00
9014	INTERVIEW SKILLS	RR	Introduction	Tue	0930	1230	07-Feb-17	1	0.00	0.00
9018	INTERVIEW SKILLS	RR	Introduction	Wed	0930	1230	18-Jan-17	1	0.00	0.00
9021	INTERVIEW SKILLS	RR	Introduction	Fri	0930	1230	31-Mar-17	1	0.00	0.00
9026	INTERVIEW SKILLS	RR	Introduction	Wed	0930	1230	26-Apr-17	1	0.00	0.00
9030	INTERVIEW SKILLS	RR	Introduction	Tue	1300	1600	23-May-17	1	0.00	0.00
9035	INTERVIEW SKILLS	RR	Introduction	Wed	0930	1230	21-Jun-17	1	0.00	0.00
9038	INTERVIEW SKILLS	RR	Introduction	Fri	0930	1230	07-Jul-17	1	0.00	0.00

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Website: www.lbbd.gov.uk/adultcollege

 The Adult College Barking & Dagenham

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"There may be others out there who could do the job better than you, but it is true today that the person who gets hired is not necessarily the person that can do the job best but the one who knew the most about getting hired" Richard Bolles



Welcome to

Did you know that even if you are qualified up to the hilt, your personal statement will be the most important document when applying for a job. We can show you how to structure a fantastic personal statement.



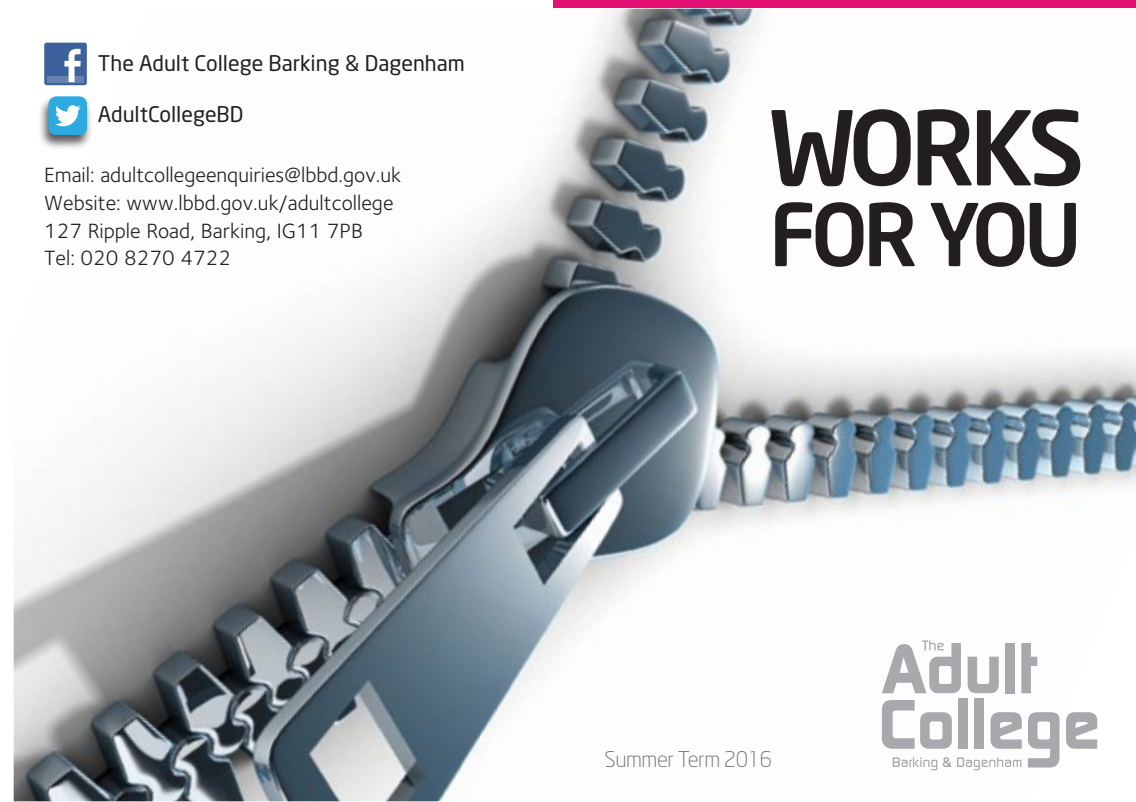
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WORKS FOR YOU



Summer Term 2016

WORKS FOR YOU

Free courses for all our learners

Fewer than half of those with no qualifications were in employment compared with 8 in 10 of those with at least one qualification

Did you know that 75 to 85% of employers do not advertise their jobs. We will show you how to tap into the hidden jobs market.