



2. BACK TO WORK PACKAGES

Many people take time out of their careers, whether it is to raise a family, or due to illness or even redundancy. Others may not have ever had a job and need support to move closer to the workplace.

WHO IS THE COURSE FOR?

Although this course is often run for the long-term unemployed, the course can be adapted and offered to businesses to help support managers and/or their staff to reduce sickness records within the company.

WHY ATTEND THIS COURSE?

The main reason people should attend this course is to ensure that they are prepared for the workplace. Employment practises change constantly and the longer someone is out of work the harder it can be to return. The aim is to remove potential barriers and provide individuals and groups with excellent skills and knowledge to move closer to the workplace.

WHAT DOES THE COURSE COVER?

This course can cover all or some of the following elements:

- Ice-breaker/ Getting to know you the group
- Building confidence
- What is the purpose of a CV and cover letter?
- How to write a CV and cover letter
- Writing an application form
- Applying for work on-line or on paper

HOW LONG IS THE COURSE? HOW MUCH WILL IT COST?

Both the course length and the cost will vary. We can design and deliver a course to the specific requirements of the company or your customers. We offer a free of charge consultation meeting to discuss course options and the length of the course.

TRAINING METHODS AND TECHNIQUES

We offer a wide range of interactive and engaging training techniques. As we all learn differently, each course has a visual, auditory (listening), kinaesthetic (movement) and retrospective, (looking back – reflective) element to appeal to every learner. We adapt according to the diverse needs and abilities of the individual or group.

We also offer extensive public speaking and interviewing experience to offer each training programme.

Please note: All our courses are currently unaccredited. However we can design accredited courses based on specific outcomes as long as your organisation or company has the relevant accreditation for the course.

For more information please contact Giselle or Fran on 075903 95089 or email contact@outsidetheboxededucation.co.uk