

### **3. UPSKILL OR RE-SKILL PACKAGES**



The ability to upskill, re-skill or even have transferable skills in the workplace; is crucial. Helping people to adapt to the increasing demands of work and the skills and knowledge that is required to learn to complete tasks on time and to a successful standard as well as providing good customer service is what this course is designed to achieve.

#### **WHO IS THIS COURSE FOR?**

Although this course is often used to support long-term unemployed people to encourage them to upskill, re-train or identify transferable skills a learner may already have to help them to find employment. This course can easily be adapted for use within companies and or educational establishments.

#### **WHY ATTEND THIS COURSE?**

This course helps identify the skills that each learner already has. It also highlights the skills gaps that learners may currently have. Through the course, we will help learners plan developmental goals that will bridge those gaps in order to help learners succeed in their career and life.

#### **WHAT DOES THE COURSE COVER?**

- Ice-breaker/Getting to know you
- Enables learners to identify their current skills
- Enables learners to identify their current skills gaps
- Enables learners to understand the need for transferable skills
- Discovering what interview skills are and how to use them effectively
- Learners will take part in a mock interview

#### **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](mailto:contact@outsidetheboxededucation.co.uk)**