



Interested?

Your Job Centre Work Coach can refer you for this course and your travel costs to college will be met by the Job Centre.

**Call 01782 227650
for more information**



Skills for Employment

Taylor Building, Cauldon Campus,
Stoke on Trent College, Stoke Road,
Shelton, Stoke on Trent, ST4 2DG



FREE* NEW LEAF COURSE FOR UNEMPLOYED ADULTS

Are you looking to get into work
after bringing up your family?

*FREE to those aged 19+, unwaged and living in Staffordshire

Skills for Employment at 



Develop your existing skills and experience through our New Leaf course to help you find employment.

- Short 2 week course
- Gain skills to improve your CV
- Learn how to prepare for an interview

Take the first step to your future career today...



Developing Skills for Gaining Employment

Look at your own skills and achievements, how do these transfer onto a CV?

- Identify possible employment options.
- Complete an application form.
- Create a straightforward CV.
- Plan for future career development.
- Assertiveness and decision making skills.
- Speaking up in a group situation.
- Making own decisions and choices.
- Rights and responsibilities of self and others in given situations.
- Understand how to negotiate to achieve a desired outcome.
- The implications and benefits of assertiveness and self-control.



Volunteering

What you can gain from a voluntary placement or work experience.

- Different voluntary organisations.
- Identify current voluntary positions available.
- Steps and/or processes necessary to become a volunteer.
- Understand how to apply for a voluntary position.
- Highlighting the different areas of volunteering to take into consideration the different cultural areas within our society and how volunteering can help.



Teamwork Skills

Why do we need to get along with strangers?

- Understanding different tasks.
- Working with others towards achieving given objects.
- Identify progress.
- Ways of improving work with others to help achieve the objectives.



Understanding Diversity in Society

Understanding that the modern workplace is multicultural these days:

- Understand what is meant by diversity.
- Understand diverse groups and practices.
- Identify some differences and similarities between different diverse groups.
- Understand the consequences of prejudice and discrimination.
- How diverse groups contribute to society.
- Advantages of living in a diverse society.

Budgeting

The jump from benefits to earning!

- The difference between essential and non-essential spending.
- Understanding own personal budget.



Preparation for an Interview

Taking away the fear of an interview.

- The importance of being prepared for a recruitment interview.
- Demonstrate recruitment interviewee skills.
- Think about timings during an interview and how long to speak on each question, so as not to waffle. Work out how much time to give at the end for asking questions.
- Work to the given timescale for the interview and prepare by researching the company, making sure you know some statistical information.