

## Training Courses & Related Services

# Employability Skills

<b>Duration</b>	1 x 4 hours	<b>Min-Max Group Size</b>	10 -20
<b>Who should attend</b>	<p>A must attend course for new employees just starting work &amp; unemployed persons actively seeking work.</p> <p>Ideally suited to organisations employing a number of new starters at the one time &amp; can be linked with compulsory Induction training to provide a “ready for work” package</p>		
<b>Course aims</b>	To provide new & existing employees with the knowledge & understanding of the employability skills employers are looking for from all workers.		
<b>Learning outcomes</b>	<p>On successful completion of this course participants will be able to:</p> <ul style="list-style-type: none"> <li>• Know the differences between their attitudes at work, technical skills, leadership &amp; management skills &amp; employability skills</li> <li>• Have a clear knowledge of the employability skills all employers are expecting from their employees</li> <li>• Develop a “self help” understanding of their own employability skills &amp; decide if they want to make changes to assist in gaining &amp; keeping work</li> <li>• Identify &amp; implement employability skills in the workplace</li> </ul>		
<b>Course Content</b>	<p><b>Employability Skills – what are they</b> Identify employability skills in the workplace &amp; understand the differences between technical skills, attitudes &amp; leadership / management skills</p> <p><b>My employability skills</b> Understand your own employability skills &amp; decide whether or not they meet the employers expectations &amp; needs</p> <p><b>Identify &amp; implement employability skills in the workplace</b> Learn how to recognise &amp; implement employability skills in the workplace. Learn how to recognise expectations of employers &amp; customers &amp; understand that each organisation has its own unique employability skill needs</p>		
<b>Documents issued on successful completion</b>	Statement of Attendance		
<b>Price per person</b>	POA	<b>Price per in-house course</b>	POA