



Develop and accredit your skills!

Employment Plus programme

Would you be interested in increasing your prospects of promotion or securing guaranteed hours?

We are currently running a programme that works with people to identify their individual employment needs. The programme will help you to identify behaviours that may have held you back from progressing and will offer a learning programme that addresses your needs. We offer development opportunities with skilled trainers that will help support, guide and increase your skill set which will have a positive impact on your current and future career pathways. These development opportunities will also be accredited so you will gain knowledge, skills and a certificate!

To be eligible for this programme you must be able to work in the UK and European Union and either be:

- Earning the minimum wage (Defined as those earning 10% below the weekly earnings equivalent of 35 hrs at the latest London Living Wage (currently £307 per week) and who have been on this wage for at least 4 months
- On Zero hour contracts (participants on a zero-hour contract but earning above the London Living Wage threshold stated above are not eligible for this programme)



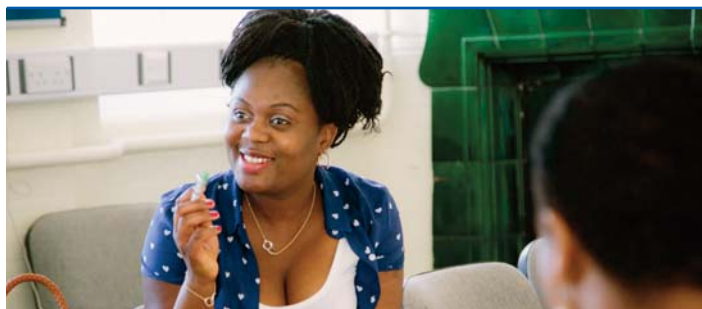
prospects

Inspiring People: Developing Potential



www.wandsworthlifelonglearning.org.uk

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Personal behaviour for success

This course focuses on how to improve your communication and workplace behaviour to maximise your opportunities at work. This course will cover:

- How your personal behaviour can have a positive and negative impact on others
- How behaviour and presentation can improve your career prospects
- How to change your behaviour to suit the situation
- The importance of body language and communication skills

Duration of course: 2 days

Qualification upon completion: Level 1 Award in Personal Behaviour for Success



Developing employability skills

This course will show you how to get a job and sustain employment.

The course will cover:

- How to identify what your individual strengths and areas for improvement are
- CV Writing
- How to complete application forms, cover letters
- How to successfully prepare for an interview

Duration of Course: 3 Days

Qualification upon completion: Level 1 Award in Personal Development for Employability



How to effectively lead a team

This course will show you how to get a job and sustain employment. This course will cover:

- How to communicate information and knowledge in the workplace
- Managing yourself and providing appropriate direction to team members
- The role of a Team Leader
- Management techniques that can motivate others and improve performance in the workplace

Duration of Course: 3 Days

Qualification upon completion: Level 2 Certificate in Team Leading Principles



Managing problems effectively in the workplace

This course will help those that are currently in or wish to progress into a supervisory management role. At this course you will cover the following:

- How to assess conflict in the workplace and identify routes to resolve
- How to communicate effectively to de-escalate conflict
- How to deal with emotive situations in the workplace
- How to identify factors that can cause conflict and how to use this knowledge

Duration of course: 2 days

Qualification upon completion: Level 2 Award in Conflict Management

Call Sharon Williams on: 020 8871 8055 or email: s.williams4@wandsworth.gov.uk