



Volunteer Centre
Liverpool

Preparing for success in the workplace

Not working at the moment?

Do you want to develop your skills that could help you return to work?

If so, then this **free** course could be for you and provide you with a certificate of achievement.

What do I need to do to gain a certificate of achievement?

You will attend a series of six 3-hour sessions at Volunteer Centre Liverpool 151 Dale Street, L2 2AH.

The course dates are: Wednesdays **16th, 23rd, 30th June, 7th, 14th and 21st July.**

With a choice of session times: either 9.30am – 12.30pm or 1.30pm – 4.30pm

You will complete a number of short 'activities' that will help you:

- Understand what is expected of people when they are at work
- Recognise the skills and qualities that are important in the workplace
- Identify the things you are good at that are valued by employers
- Decide on the things that you need to work on and improve
- Gain knowledge and understanding about different techniques used when applying for jobs including: CV writing, completing applications and interviews
- Think about what you are going to do next

There are no exams or tests and support is provided throughout the course by the tutor.

All materials to complete the course are provided - this course is free to most people who live in Liverpool and are aged 19 or over.

For more details and to book a **free** place please contact **Eluned Hughes**, on 0151 237 3981
Email: training@volunteercentreliverpool.org.uk

