

Just the job

A free course for job seekers



What is this course about?

This free course is designed for job seekers who have lost their confidence and are looking for support to help them map out their next steps towards seeking work. This 5 week course will provide you with the space to think creatively about the skills which you have and the next steps which you can take to believe in yourself and get the job you want.

Topics include:

- Learn how to stand out from the other applicants
- Create a step-by-step plan to get the job you want
- Boost your motivation and chances of employment with support from your group
- Learn how to shine during an interview
- Discover new ways to find employment
- Have faith in yourself

How will I learn?

Through discussion and support provided by your tutor. There will be practical exercises and examples to help you build on your confidence and skills. To enhance your learning we will provide you with an individual learning plan to enable you to record your progress and achievement. This will be yours to keep and will act as your own personal reminder between classes as well as once your course has finished.

What materials will I need?

A notebook and a pen would be useful

**Advice will be given in your first session regarding any additional materials you may need.*

What previous experience will I need?

No previous experience is required.



www.warwickshire.gov.uk/adultlearning



Funded by



*Working for
Warwickshire*

Course costs

For further information regarding fees, concessions and refunds, please see our website

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice. Please note that if you are on a means tested benefit then there will be no charge for this course

Payment methods

We can accept payments by **cash, cheque** (made payable to Warwickshire County Council) **and as of September 2018 we are able to accept card payments.**

In order to claim any fee concessions, please bring in proof of eligibility

Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk
02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk
01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk