

Employment Skills Level 1

Harrow
COLLEGE

Are you ready for your new job?

Have you been unemployed for the past 6 months?

Are you looking for a change in career?

Do you want to develop new skills, but don't know who to speak to?

Would you like to learn more about the options available for retraining?

If you've answered YES to any of these questions, then give us a call on 0208 909 6011, to learn how we can help you.

Our Learning advisors are available to help you choose the right qualification for you and your circumstances.

Who's this course for?

This course is for you, if you've been out of work for a while, and you need to update your job searching skills. It aims to help you develop your confidence and motivation when job searching. It will also help you learn those skills that employers are looking for when hiring new staff.

What does it cover?

The course covers the following units:

Self assessment—where do you want to be and how are you going to get there?

Job searching—how do you find the right job for you?

Applying for jobs—what tools do you need to make a successful application (CVs, application forms, cover letters and presentation skills)

Interview skills—how do you prepare for and have a successful interview

How long is it for?

This course is a week long. It runs from Monday to Friday, from 9am to 5pm.

How is it delivered?

You will need to attend seminars at College.

How can you join?

Contact one of our Learning Advisors on **0208 909 6011**

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THE HARROW COLLEGE FOR BUSINESS