

Course Information Sheet



Course Code and Name: GL0051458 7 Steps To Getting That Job

Venue: Adult Education In Gloucestershire
Gloucestershire County Council
4-6 Commercial Road
Gloucester
GL1 2EA

Start Date: 12 February 2019
End Date: 12 February 2019
Day: Tuesday
Time: 09:30 to 17:00
Weeks: 1

Tutor: Ian Cooper

Course Provider: Adult Education in Gloucestershire

Course Summary:

A full day workshop covering the 7 main Steps to Getting a Job. The workshop covers where to look for a job, making your CV stand out, getting the interview, interview skills and practice. A practical workshop for those who already have some skills and just need them updated, so would not be suitable for beginners.

Eligibility:

Learners must be aged 19 at the start of the course and resident in the UK for 3 years (some exceptions)

How will the course be taught?

Professionally delivered by a qualified and skilled tutor.

How will I know how well I am doing?

Feedback will be given throughout the session. Bring along your current CV on a laptop or memory stick and you will be able to update it throughout the day.

Prior Knowledge:

There are no formal entry requirements, but this course is designed to be a refresher rather than for beginners.

What do I need to bring?

It would be helpful to bring along a notepad and pens to take notes and your current CV on a memory stick or laptop so you can update it during the day.

How do I join the course, or find out more?

Please contact us by phone or email on: 01452 583800 or learn@gloucestershire.gov.uk

Cost:

It is free to eligible learners.

What course can I do next?

We can help you decide the best way forward for you.

Information and Advice for Progression:

Information on progression is available. Contact your tutor for further information or call 01452 583800 or e-mail learn@gloucestershire.gov.uk.

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course.

Further information:

For further information contact Julie Bird on 01452 583821 or julie.bird@gloucesterhire.gov.uk