

## ***How To Get Work Course – starting June 25<sup>th</sup>, 2026***

### **Week 1 – Foundations: Knowing Yourself & the Labour Market**

#### **Key Topics**

- Identifying strengths, transferable skills, and values
  - Understanding employability vs employment
  - Introduction to the labour market (local, national, sector-specific)
  - Realistic goal-setting and career pathways
- 

### **Week 2 – Professional Behaviours & Workplace Readiness**

#### **Key Topics**

- Workplace behaviour and professionalism
  - Communication styles (verbal, non-verbal, digital)
  - Time management and reliability
  - Teamwork, adaptability, and accountability
  - Understanding workplace culture and expectations
- 

### **Week 3 – CVs, Applications & Personal Branding**

#### **Key Topics**

- CV structure and tailoring
- Translating experience into impact
- Application forms and supporting statements
- Personal branding basics (LinkedIn, online presence)

---

## **Week 4 – Job Search Strategies & Networking**

### **Key Topics**

- Hidden job market and speculative applications
  - Effective use of job boards and recruitment agencies
  - Networking techniques (online and in-person)
  - Using referrals and contacts appropriately
- 

## **Week 5 – Interviews, Assessment & Employer Selection**

### **Key Topics**

- Interview formats (competency, strengths-based, panel)
  - STAR technique
  - Assessment centres and psychometrics
  - Handling nerves, gaps, and tough questions
- 

## **Week 6 – Sustaining Employability & Next Steps**

### **Key Topics**

- Starting well in a new role
  - Receiving and using feedback
  - Resilience, confidence, and setbacks
  - Career progression and continuous development
  - Creating a personal employability development plan
-