

How To Get Work Course – starting July 16th, 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
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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
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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
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