



DGC

Dumfries and Galloway College

Welcome to the campus



INTO EMPLOYMENT

A 6-WEEK EMPLOYABILITY COURSE DELIVERED ONLINE VIA MICROSOFT TEAMS FOR PEOPLE IN WIGTOWNSHIRE.



WHEN

There will be 2 sessions per week from 11am – 12.30pm on Wednesday and Friday mornings.



WHO

Open to anyone aged 25+ and fall within the categories; unemployed parents, in work poverty parents, people with additional support needs, people from protected characteristics groups, long-term unemployed.



WHERE

Applicants must have access to Microsoft Teams and either a PC, Laptop or Tablet.

We are offering applicants a structured program of training in work-related skills to help prepare them for the next step towards employment. **The course starts on Wednesday 4th May.**

What will I cover during the course?

- Why do people work?
- Changes that employment may bring
- Workplace expectations
- Completing Application forms
- Writing a CV
- Interview Skills
- First day at work
- Making a good impression
- Talking and Listening Skills
- Teamwork

PLEASE CONTACT KOROURKE@BETTERLIVESPARTNERSHIP.ORG.UK FOR AN APPLICATION FORM.

