

# Short Intervention Training Sessions from Gary Bedingfield Training Services

## Employability

<b>Successful CVs</b>	2 days	10 (max group)
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This workshop helps candidates prepare their CVs to give them the best possible chance of getting an interview. It looks at how to avoid common mistakes and how to ensure the most relevant information is coherent and easy to find.

<b>Job Search Techniques</b>	1 day	12 (max group)
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A workshop that helps candidates recognise different ways of finding employment and how best to use those methods.

<b>Interview Preparation</b>	1 day	12 (max group)
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This workshop is designed to ensure candidates are fully prepared for the interview process. It looks at how to avoid common mistakes and how to focus on strengths during an interview.

<b>Mock Interviews</b>	1 day	6 (max group)
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A great opportunity for you to have a realistic interview. Candidates are given scheduled interview times, expected to dress appropriately and given full feedback on the day.

<b>Workplace Roles and Responsibilities</b>	1 day	12 (max group)
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This workshop helps candidates understand their roles and responsibilities as employees when they are at work.

<b>Let's Get That Job!</b>	1 day	12 (max group)
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This workshop focuses on the needs of employers and helps develop the candidates' occupational awareness, moving them closer to a job-ready state.

<b>Customer Service</b>	1 day	12 (max group)
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This workshop covers essential areas of Customer Service including how to recognise customer needs, responding to customer requests, advice, promoting services and dealing with complaints.

## Personal and Social Development

<b>Problem Solving</b>	1 day	12 (max group)
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An interactive day of problem solving tasks, allowing candidates to work individually, in pairs and in groups.

<b>Achieve the Success You Deserve</b>	1 day	12 (max group)
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This workshop focuses on helping candidates identify the needs and advantages of self confidence and how this can be put to good use in all aspects of life, especially in relation to finding employment.

<b>Creative Writing</b>	1 day	12 (max group)
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This workshop helps candidates develop their writing skills in conjunction with the use of their imagination.

## Computer Training

<b>Business Word Processing</b>	1 day	8 (max group)
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This workshop helps candidates to understand layout styles and preparation skills required when preparing business documents, including letters, memos, agendas and minutes of meetings.

<b>Business Spreadsheets</b>	1 day	8 (max group)
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This workshop covers business-related spreadsheet preparation and maintenance, including charts and graphs.

<b>Business Database</b>	1 day	8 (max group)
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This workshop looks at the basics of database creation, maintenance and interrogation.

<b>Creating PowerPoint Presentations</b>	1 day	8 (max group)
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This workshop helps candidates get the most out of their PowerPoint presentations to ensure their audience is fully engaged at all times and able to understand the information they are sharing with them.

<b>Principles of Desktop Publishing</b>	1 day	8 (max group)
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Candidates will learn how to apply the principles of layout design to a variety of different document types.

<b>Website Design</b>	1 day	8 (max group)
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This course will show candidates all they need to know regarding the basics of website design, development and maintenance.

<b>Create Your Own Blog</b>	1 day	8 (max group)
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This course will show candidates all they need to know regarding the basics of creating a blog.

## Core Skills

<b>Core Skills Workshops</b>	1 day	12 (max group)
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Tailored workshops designed to cover all the core skills (Numeracy, ICT, Communication, Problem Solving, Working with Others), helping candidates to achieve the levels they are working towards.

# Gary Bedingfield Training Services

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All these short intervention workshops are available throughout the United Kingdom. Please call or email us for more details.