

Delivering Employability Skills



Helping you deliver employability skills to service users

INTRODUCTION

Delivering Employability Skills is a one-day training course specifically designed to help staff be more equipped and dynamic in helping their job-seeking learners. With over 20 years' experience delivering employability skills to all age groups in Scotland and London, we have combined all our findings and techniques in this course, and it has been used by organisations throughout the United Kingdom who are looking to provide the best possible service to support their clients.

"I've now got a bigger 'box of tools' to help others."



Photo by RF...studio from Pexels

About Gary Bedingfield Training

Based in the west of Scotland, Gary Bedingfield has over 20 years' experience in delivering employability skills training. He is a qualified further education trainer with an overwhelming desire to help people reach their full potential. He has helped young people, long-term unemployed, people with disabilities, internal job applicants and those facing redundancy.

Gary Bedingfield Training

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Delivering Employability Skills



CONTENT

This course focuses on the following key elements:

How We Learn

- The Four Stages of Learning
- Neil Fleming's VARK Learning Styles Model
- What Stops People Being Ready to Learn?
- Creating the Right Environment
- How People Learn Best
- Ensuring a Successful Conclusion

Managing Difficult Behaviour

- What is Difficult Behaviour?
- Understanding the Behaviour Cycle
- Strategies to Deal with Difficult Behaviour
- Boundaries
- Benefits and Consequences

Delivering Employability Skills

- Let Them Take Ownership
- Where Am I Now?
- Barriers to Work
- It's a Game
- Owning Your Skills and Strengths
- Employers Top 10
- The Hidden Job Market
- Understanding Job Adverts
- Successful CVs
- Cover Letters
- Speculative Letters
- Application Forms
- Top Interview Tips
- Dealing with Competency-based Questions
- Pre-Interview Checklist
- Interview Mistakes That Cost People Jobs

Duration

1 day (delivered face-to-face or remotely via Zoom)

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