



ENGLISH FOR EMPLOYMENT

**Do you live in Staffordshire and are over 19?
We have a FREE* course for you**



09:30-15:30



IN-PERSON



SIX DAYS

Job-ready application skills



Understand job descriptions, match your skills to roles, create a clear CV and write cover letters and professional emails.

Workplace standards & safety



Understand Health & Safety expectations, report incidents correctly, work well in a team and handle workplace conflicts.

Interview & communication skills



Prepare for common interview questions, demonstrate positive behaviours and use verbal and on-verbal communication in workplace settings.

***Our Adult Community Learning courses are free/fully-funded for those aged 19+ with a Staffordshire postcode who are unemployed and not in education or training.**

