



GET WORK READY

**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 search & CV Skills



Create an up-to-date CV, write a personal statement, use online job sites effectively and understand how AI tools can support job searching and CV writing.

Interview & workplace behaviours



Prepare for interview questions, understand interview dos and don'ts and demonstrate positive attitudes and behaviours in workplace settings.

Wellbeing & teamwork



Maintain a positive mindset, recognise ways to support personal wellbeing, access help when needed and work effectively with others in team environments.

***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.**

