

Chester Work Zone Programme

April - July 2019

Course	Day/time	Start date	Duration	Venue
Steps to Work	Tuesday weekly by appointment	Ongoing	Ongoing	Work Zone
Employment Mentor	By appointment daily	Ongoing	Ongoing	Work Zone
Health, Wellbeing and Confidence				
NHS IAPT – Wellbeing Therapies	By referral	Ongoing	Ongoing	Local Venue
Communicate and Integrate	Tuesday – Thursday 09.30am–2.30pm	23 – 25 Apr	Three Days	Work Zone
Work Out Your Stress	Tuesday – Thursday 09.30am-2.30pm	7 – 9 May	Three days	Work Zone
Confidence Building For Interview	Tuesday-Thursday 09.30am-2.30pm	9 – 11 Jul	Three days	Work Zone
Healthy Living, Healthy You	Tuesday – Thursday 9.30am – 2.30pm	16 – 18 Jul	Three Days	Work Zone
Functional Skills				
*Maths – Entry Level 3 (NEW)	Monday - Friday 9.30am - 2.30pm	13 – 17 May	Five days	Work Zone
*English – Level 1 (NEW)	Tuesday - Friday 9.30am - 2.30pm	4 –7 Jun	Four days	Work Zone
Employability				
Structured Work Club - Appointments only	Monday 11:00am – 13:00pm	Ongoing	Ongoing	Work Zone
Work Club – Unsupported Drop in	Wednesday 9.30am – 12pm	Ongoing	Ongoing	Blacon Library
Work Club – Supported Drop in	Friday 9.30am – 1.30pm	Ongoing	Ongoing	Storyhouse
Open Access PC's for Job Search	Thursday 2.30pm-4.45pm	Ongoing	Ongoing	Work Zone
Kudos Adult Directions – Digital support for career choices	By appointment	Ongoing	Ongoing	Work Zone
Preparing for Interview	Tuesday 9.30am – 2:00pm	30 Apr	One day	Work Zone
Get that Job, Keep that Job	Tuesday-Thursday 09.30am -2.30pm	25 – 27 Jun	Three days	Work Zone
Professionals Workshops (CV, Speculative Approach, Interviews)	10:00am – 12:00pm	18, 19 & 20 Jun	Two hours each session	Work Zone
Sector Specific				
*Fork Lift Truck – New/Refresher	Weekly	Ongoing	Five days	E. Port
*Construction and Building Crafts (CSCS Card) Level 1	Wednesday – Friday	1 -- 3 May	Three days	Work Zone

	9:30am – 3:00pm			
*Business Administration – Level 1 (NEW)	Monday – Thursday 09:30am–2:30pm	20 – 23 May	Four days	Work Zone
*Construction and Building Crafts (CSCS Card) Level 1	Tuesday - Thursday 9:30am – 3:00pm	2 -- 4 Jul	Three days	Work Zone

IT Provision

*E3 Digital Skills Award	Monday 9.30am – 11:00am 1:00pm - 2:30pm	Ongoing	1hr 30 mins sessions	Work Zone
Basic Computer drop in session	Wednesday 3.30pm – 5:00pm	Ongoing	Ongoing	Work Zone
(Introduction to Microsoft Office) IT Skills for Work	Tuesday – Thursday 09.30am-2.30pm	11 -13 Jun	Three days	Work Zone
*ECDL - Level 1 & 2	Wednesday & Friday 9.30am – 12:00pm 1:00pm – 3.30pm	Ongoing	Ongoing	Work Zone

Steps to Work

Personal one to one discussion and Work Zone registration – To determine your employability skills, which will help you to understand what you are good at and identify what skills you need to develop to increase your employability. During this session customers will complete a full assessment including Maths and English and agree an action of support.

Employment Mentoring

One to one support to help find the right pathway to employment. The employment mentor can offer ongoing support and guidance and mock interviews and provide customers with an opportunity to think about learning opportunities and career options and progress at a pace that suits the individual.

NHS IAPT – Wellbeing Therapies

A confidential personal one to one assessment with an NHS Psychological Wellbeing Therapist to help and support with managing symptoms of depression, anxiety and stress. Review appointments ongoing.

Communicate and Integrate

The aim of this three day course is to help the learner overcome problems communicating with family, friends and employers. The course is designed to improve confidence in communicating and to be able to perform better at an interview. It's a fun way to learn and try a range of strategies to improve your confidence in social situations and develop what you say and the way you say it through verbal and non-verbal interaction.

Confidence Building For Interview

A three day course which focuses upon increasing self-esteem and confidence when preparing for interviews. This course will challenge barriers to succeeding at interview.

Work Out Your Stress

On this three day course you will have the opportunity to gain a greater understanding of stress, anxiety and depression, identify some of your own triggers, develop strategies to manage stress and anxiety and explore relaxation techniques. Look for something positive in every day, even if some days you have to look a little harder!

Healthy Living, Healthy You

The aims of this 3 day course will be to look at developing a healthier lifestyle through exercise and food and how this will positively impact upon both physical and mental wellbeing. It will promote social inclusion activities and encourage learners to join social groups. Learn more about healthier shopping options, daily calorie, salt and fat intake and how this will improve energy levels, confidence and self-esteem.

***English/Maths Entry 3/ Level 1 Awards**

Learners will have the opportunity to work in detail on identified areas of English/Maths that need further development and to prepare the learner to progress onto full qualifications.

Structured Work Club - Appointments

An ongoing tutor lead 8 week structured and focused Work Club, concentrating on an effective job search campaign, understanding the hidden job market, following up applications, looking at benefits vs hours, social media and personal profiles online, interview essentials, cover letters/emails and CV's. These themes will be incorporated into job search activities and learners will be provided handouts to take away.

Work Club – Supported Drop in

A drop in opportunity to access IT facilities to carry out Job searching and applications. This is supported and aimed at individuals that require some IT support to job search and provide advice and guidance on the best ways to look for work.

Open Access PC's for Job Search

A drop in opportunity to access IT facilities to carry out Job searching and applications. This is unsupported and aimed at individuals that do not require IT support and can job search themselves.

Kudos Adult Directions

A digital careers platform offering customers information and advice to support career choices. It matches customers to careers based on a personal profile developed through an interest inventory and skills analysis and identifies pathways into careers and chance to build on skills.

Preparing For Interview

Need help preparing for an interview? This one day course will help you to prepare for different types of interviews, questions that are asked from different sectors and how to respond confidently and positively.

Get That job, Keep That Job

Over three days we will work through steps to help you succeed on your journey into work, including barriers to finding work, your skills and qualities, tailoring you CV and covering letter, and preparation for interview. It will enable you to be an effective employee in the workplace gaining the required skills needed to gain and sustain employment. This course also covers areas such as team working, being flexible, time keeping, and personal hygiene.

Professionals Workshops

Three workshops designed for higher level skills customers to learn how to Tailor Your CV to align with job adverts. To make a Successful Speculative Approach/Hidden Job Market and why it exists and how to improve your Interview Skills including types of interview and how to prepare for them.

***Fork Lift Truck**

An ongoing 5 day Fork Lift Truck course with an opportunity to acquire either a full or refresher FLT licence for Counter Balance or Reach trucks. On completion the learner will achieve an NVQ Level 2 Award for refresher or full FLT Licence.

***Business Administration (NEW)**

This four day course has been designed to enhance the learner's skills to enable you to work in an office environment. It will develop your office administration skills and give you both practical and theoretical skills covering all aspects of business communications, customer's service skills and understand the importance of respecting the needs of customers.

***Construction and Building Crafts (CSCS Card)**

This course looks at the team work skills required and most importantly the Health and Safety for this high risk and high hazard environment. It incorporates the recent changes and need for additional Health and Safety qualifications to go along side this CSCS test in order to make an application for the CSCS card. All areas of the CSCS card industry accreditation are addressed putting learners in an excellent position to undertake the examination for the industry required CSCS Health, Safety and Environment card.

***E3 Digital Skills Award**

An Online Basics course which is a great way for you to get started online, helping you to gain the skills and confidence you need to start using computers and the internet. Also learn about Computer Basics, Social Networking and Digital Media and earn yourself a qualification whilst learning.

Basic Computer drop in session

This is a dedicated slot where public can come in and get support to access websites and is supported by our volunteers.

Introduction to Microsoft Office - Digital IT for Work

An overview of Microsoft Office applications – Word, PowerPoint and Excel. Enable the creation, amendment, printing, and emailing of documents as attachments, suitable for job applications, CV creation or as required by an office admin role. To act as preparation for progression on to an Information Technology Qualification (ECDL).

***ECDL**

Want to gain an accredited Entry 3 Digital Skills Award, Level 1 or Level 2 IT qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management & E–Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) Presentations and much more, a great first step qualification in IT.

***Places are limited and are free for people who are over 19, unemployed, actively seeking work and in receipt of state benefits (ESA, JSA, Income Support, WRAG or Universal Credit)**

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