

Course Information Sheet

Employability Skills and Employer Expectations



DE14E21C

Venue 📍 Plymouth Central Library	Start Date	1 Oct 2024 09:30
	End Date	22 Oct 2024 11:30
	Fee	£0
	Materials	£0

[OCSW DE14E21C Employability Skills and Employer Expectations \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Bridge the gap between education and employment! This 4-week course equips you with the essential skills and knowledge employers seek in today's job market.

Course Description:

Standing out in the job market requires more than just qualifications. Our Employability Skills and Employer Expectations course empowers you to develop the key skills and attributes sought after by employers. Learn effective communication, teamwork, problem-solving, and build your digital literacy. Whether you're a recent graduate or seeking a career change, this course is your roadmap to career success!

What will I learn?

- **Week 1: Understanding Employer Needs:** Explore current workplace trends, identify key skills employers seek, and develop your personal career goals.
- **Week 2: Communication Skills for Success:** Master written and verbal communication, practise active listening, and learn to deliver impactful presentations.
- **Week 3: Teamwork & Collaboration:** Develop teamwork skills, hone conflict resolution techniques, and explore effective communication within teams.
- **Week 4: Problem Solving & Digital Skills:** Enhance your problem-solving capabilities, learn to utilise digital tools effectively, and build a strong online presence.

How will I be assessed?

- **Formative:** Interactive exercises, group discussions, and self-reflection activities throughout the course.
- **Summative:** Develop a professional portfolio showcasing your skills, and deliver a mock interview presentation.

Who is this course for?

This course is designed for anyone seeking employment, including graduates, career changers, and individuals looking to enhance their employability skills.

Progression Opportunities:

After completing this course, you could progress to more specialised training programs aligned with your chosen career path. Further options include online resources and certifications related to project management, leadership, or specific industry skills.

Career or Job Enhancement Pathways:

- **Any Industry:** Equip yourself with transferable skills valued across all sectors.
- **Customer Service Representative:** Develop strong communication and problem-solving skills to excel in client interaction.
- **Project Manager:** Enhance your teamwork, leadership, and organisational skills for successful project management.
- **Entrepreneur:** Build a strong foundation for your business venture through effective communication and digital literacy.

How do I enrol?

The quickest way to enrol is online at www.oucoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onscoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

