

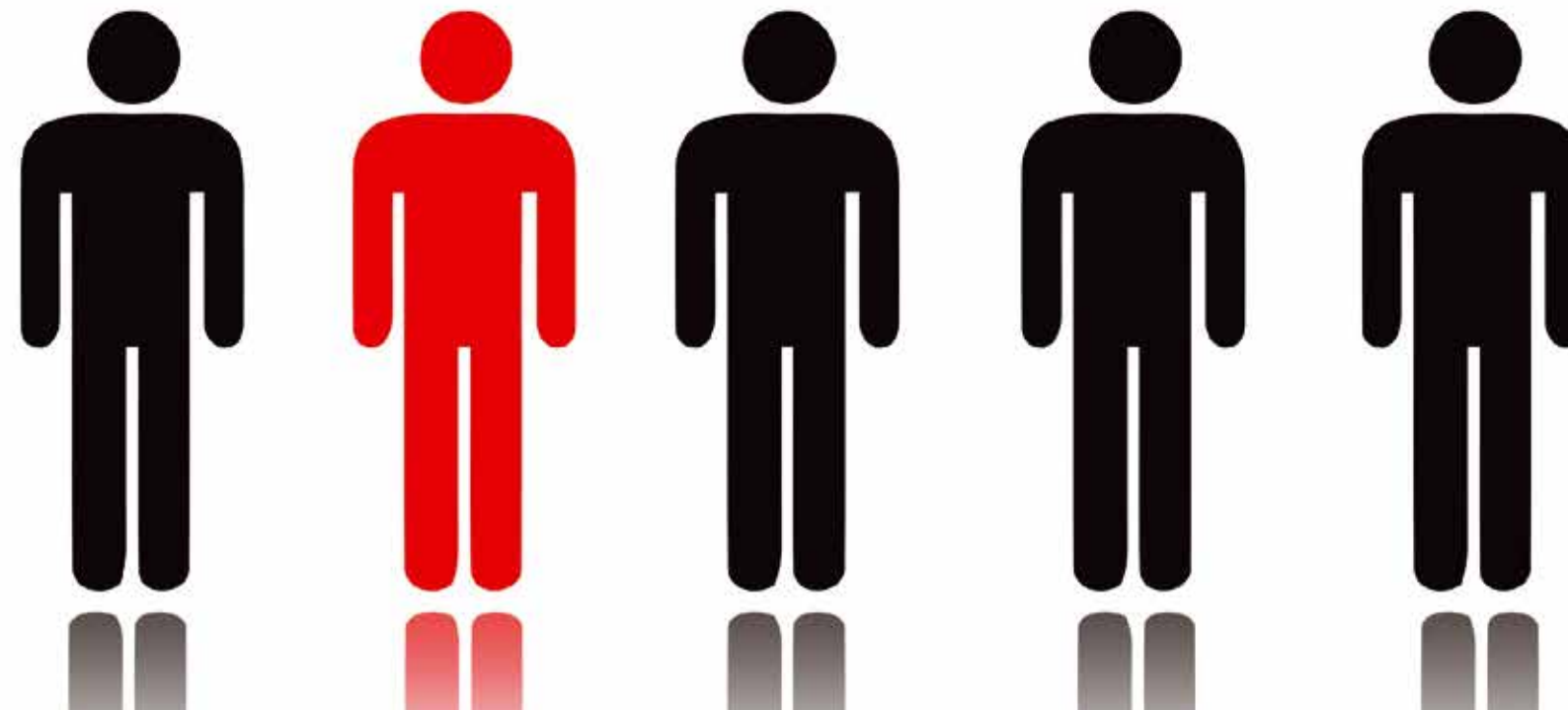
Employability

A range of FREE workshops to help you into employment for the first time, to change direction or return to work following a break.

There are no formal entry requirements and the courses are open to all. To get the most from the courses you need to be able to read and write in English.

These workshops will help to build your confidence by recognising your strengths and qualities, support you to complete application forms, update your personal statement & CV and prepare you for interviews.

Our friendly and inspiring tutors offer supportive guidance whatever stage you are at.





A Borough of **opportunity** Seize **your** opportunity



A range of FREE workshops to help you into employment for the first time, to change direction or return to work following a break.

GOALS

COURSE OVERVIEW

Fed up with hearing the word 'No'?

Not sure what you want to do next?

Feeling like you have lost your direction?

Are you looking for inspiration and support to decide on your next step, or to enable you to get back on your feet?

Then this course is for you!

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9034	19-Jun-17	Mon & Tue	0930	1630	2 days	N/A	Barking Campus	Free	Free
9003	10-Oct-17	Tue & Wed	0930	1630	2 days	N/A	Barking Campus	Free	Free
9022	05-Mar-18	Mon & Tue	0930	1630	2 days	N/A	Barking Campus	Free	Free
9028	22-May-18	Tue & Wed	0930	1600	2 days	N/A	Barking Campus	Free	Free

Goals for Jobseekers

COURSE OVERVIEW

A short interactive workshop – to support you in your journey into work.

The purpose of this workshop is to help you prepare for going into work and to understand what employers are looking for from their employees.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9008	22-Nov-17	Wed	0945	1415	1 day	N/A	Barking Campus	Free	Free
9019	30-Jan-18	Tue	0945	1415	1 day	N/A	Dagenham Campus	Free	Free
9031	27-June-18	Wed	0945	1415	1 day	N/A	Barking Campus	Free	Free

Personal Statement

COURSE OVERVIEW

Personal statements are the most crucial part of getting a job, even more important than your CV.

Learn the techniques that ensure your personal statement shows the employer that you can do the job.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9000	20-Sep-17	Wed	0930	1500	1 day	N/A	Barking Campus	Free	Free
9004	03-Oct-17	Tue	0930	1500	1 day	N/A	Barking Campus	Free	Free
9007	01-Nov-17	Wed	0930	1500	1 day	N/A	Dagenham Campus	Free	Free
9012	27-Nov-17	Mon	0930	1500	1 day	N/A	Barking Campus	Free	Free
9015	19-Jan-18	Fri	0930	1500	1 day	N/A	Barking Campus	Free	Free
9023	06-Feb-18	Tue	0930	1500	1 day	N/A	Barking Campus	Free	Free
9024	02-Mar-18	Fri	0930	1500	1 day	N/A	Dagenham Campus	Free	Free
9027	11-Apr-18	Wed	0930	1500	1 day	N/A	Barking Campus	Free	Free
9032	04-Jun-18	Mon	0930	1500	1 day	N/A	Barking Campus	Free	Free
9036	01-May-18	Tue	0930	1500	1 day	N/A	Dagenham Campus	Free	Free
9005	25-Sep-17	Mon	0930	1230	1 day	Introduction	Dagenham Campus	Free	Free
9010	13-Oct-17	Fri	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9013	06-Nov-17	Mon	1230	1530	1 day	Introduction	Dagenham Campus	Free	Free
9017	05-Dec-17	Tue	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9020	26-Jan-18	Fri	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9025	20-Feb-18	Tue	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9029	13-Mar-18	Tue	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9033	16-Apr-18	Mon	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9037	09-May-18	Wed	0930	1230	1 day	Introduction	Barking Campus	Free	Free

Building Your Confidence

COURSE OVERVIEW

You may have all the right bits of paper and qualifications but what happens when you go for an interview, or walk into the workplace on the first day?

This workshop will help you find the confidence you need when starting out or returning to work.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9039	15-Mar-18	Thu	0930	1200	1 day	N/A	Barking Campus	Free	Free
9042	07-Jun-18	Thu	0930	1200	1 day	N/A	Barking Campus	Free	Free

Practical Planning

COURSE OVERVIEW

Have you thought about how returning to work or how going in to employment will work for you?

What are your barriers to returning to work? Come and join us for some tips & ideas to help you prepare for and stay in work.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9040	22-Mar-18	Thu	0930	1200	1 day	N/A	Barking Campus	Free	Free
9043	14-Jun-18	Thu	0930	1200	1 day	N/A	Barking Campus	Free	Free

What Employers Want

COURSE OVERVIEW

What are employers looking for when they interview candidates? What are they looking for in the people they employ?

This workshop will help you understand what employers want and expect from potential employees.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9041	12-Apr-18	Thu	0930	1200	1 day	Introduction	Barking Campus	Free	Free
9044	21-Jun-18	Thu	0930	1200	1 day	Introduction	Barking Campus	Free	Free

Interview Skills

COURSE OVERVIEW

We will show you how to sell yourself and your skills in interviews. If you haven't been for an interview before, or you have and you didn't get the job, this course is for you.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9002	26-Sep-17	Tue	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9006	16-Oct-17	Mon	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9009	17-Nov-17	Fri	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9014	12-Dec-17	Tue	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9018	29-Jan-18	Mon	1230	1530	1 day	Introduction	Barking Campus	Free	Free
9021	23-Feb-18	Fri	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9026	20-Mar-18	Tue	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9030	25-Apr-18	Wed	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9035	16-May-18	Wed	0930	1230	1 day	Introduction	Barking Campus	Free	Free
9038	02-Jul-18	Mon	0930	1230	1 day	Introduction	Barking Campus	Free	Free

Volunteering - Supporting your Community

COURSE OVERVIEW

Have you considered volunteering?

Volunteering is currently at a 10 year high.

People choose to volunteer for a variety of reasons. For some it is an opportunity to develop new skills or build on existing experience and knowledge, for other people it's a chance to give something back to their local community or make a difference to the people around them.

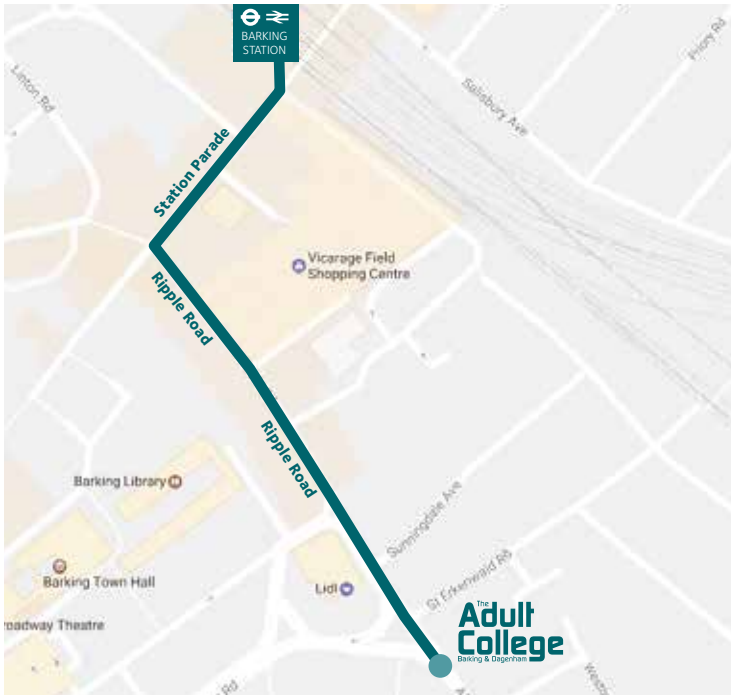
Volunteers play an important role within our college and the local community, and this course this course is for you if you are considering becoming a volunteer or are already volunteering and wish to formalise and further develop your existing experience and skills.

Code	Start	Day	From	To	Duration	Level	Location	Full Price	Conc. Price
9056	02 -Nov-17	Thu	1230	1500	12weeks	1 or 2	Dagenham Campus	Free *	Free *

* This course is free to learners who intend to apply for volunteering opportunities within the college on successful completion of the volunteering course.



Location and Contact details



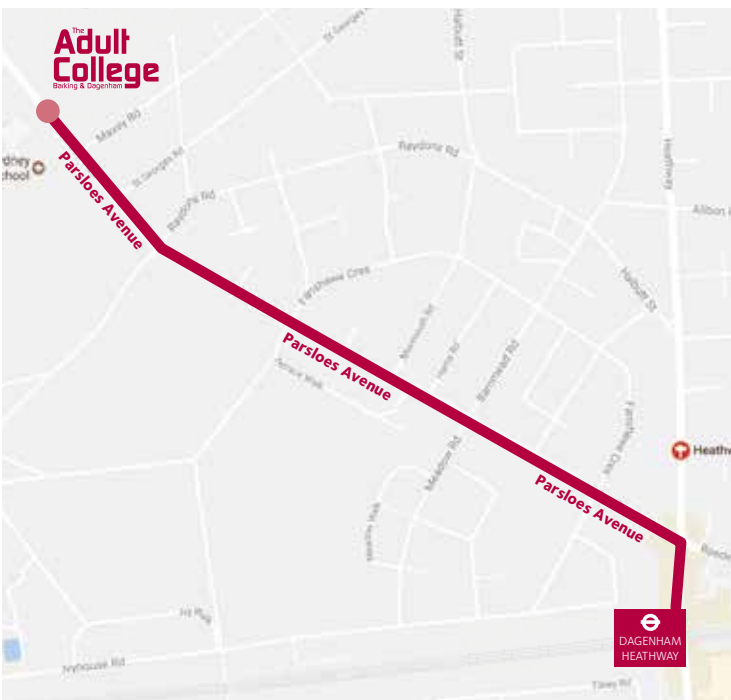
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BARKING CAMPUS

127 Ripple Road, Barking IG11 7PB

Buses 62, 287, 368, EL1, EL2 & EL3 stop outside of the College

Parking is not available at our Barking Campus.



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DAGENHAM CAMPUS

241-247 Parsloes Avenue, Dagenham RM9 5DF

Bus 364 runs along Parsloes Avenue

Buses 5, 62 & EL2 stop at Martins Corner which is a 6 minutes walk from Dagenham Campus.

Free parking is available at our Dagenham Campus.



Email: adultcolledeenquiries@lbbd.gov.uk

Website: www.lbbd.gov.uk/adultcollege



The Adult College Barking & Dagenham



AdultCollegeBD

