

Free Pre Employment Training For The Unemployed!

We currently have on offer pre employment courses for anyone who is currently unemployed. The courses are:

Preparation For Employment

- CV building/improvements
- Effective filling in of application forms
- Preparing for and feeling confident in interviews
- Job searching skills



Equality and Diversity

- The features of a culture which promote equality and diversity
- The importance of promoting equality and diversity in order to ensure an effective workplace
- The behaviour appropriate to promote equality and diversity

Awareness Of Substance Misuse

- What Substances are commonly misused and why
- Recognising signs of substance misuse
- The social and personal effects of substance misuse

Numeracy

- Improve your maths skills

Literacy

- Improve your English skills
- Improve your reading and writing skills

If you are interested in [being registered](http://www.birmingham.gov.uk) or would like more information, please contact the Pre Employment Training team on 0121 772 4551.