

Employability skills

WEA Adult Learning
Within Reach



Employability skills

This course upskills staff and boosts confidence when applying for alternative posts internally or seeking employment elsewhere. Learning includes CV writing and completing job application forms, identifying own strengths and skills, and practicing interview skills. Learners gain the ability to promote themselves and their qualities at job interview and knowledge of competency frameworks and how they are used and where to get support and advice on workplace rights and issues.

Learners: Staff looking to progress in the workplace and those at risk of redundancy

Duration: 3 days (18 hours), 1 day per week or consecutive days

Tailored workplace learning: To discuss how this course could be tailored for your members or employer's needs and to get a quote for course delivery, please contact Shazia Shahid via email sshahid@wea.org.uk or Ray McCowan R.McCowan@wea.org.uk Or Call **0131 226 3456**.

WEA Scotland

525 Ferry Road
Edinburgh
EH5 2FF

T. 0131 226 3456
E. scotland@wea.org.uk
W. weascotland.org.uk

 @WEAScotland
 WEAScotland



The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).