

## Detailed outline of the Employability Programme

### Session one: skills audit

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand how Remploy can help them
2. Explain what soft skills are
3. Identify which soft skills employers are looking for
4. Explore the skills they have

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Beginning your employability journey</li> <li>• Remploy quiz – our values and partners</li> </ul>
<b>Part two: getting to know you</b>	<ul style="list-style-type: none"> <li>• Individual worksheet activity - personal shield</li> </ul>
<b>Part three: soft skills: what do employers want?</b>	<ul style="list-style-type: none"> <li>• Group discussion - soft skills</li> </ul>
<b>Part four: soft skills audit</b>	<ul style="list-style-type: none"> <li>• Individual worksheet activities</li> </ul>
<b>Part five: Wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session two: personal development planning**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Explore future career aspirations
2. Identify what skills need to be developed
3. Identify evidence to back-up the skills they have
4. Reflect on how to develop new skills

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: where am I going? The stages in the employability journey</b>	<ul style="list-style-type: none"> <li>• Worksheet activities - employability journey visualisation</li> </ul>
<b>Part three: what skills do I need? Transferable skills</b>	<ul style="list-style-type: none"> <li>• Group discussion – transferable skills</li> <li>• Worksheet activities - providing evidence and skills tree (individual activity)</li> </ul>
<b>Part four: how can I set myself goals? SMART goals and personal development plan</b>	<ul style="list-style-type: none"> <li>• Group discussion – SMART objectives</li> <li>• Individual worksheet activities - personal development plan</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session three: job search strategies**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Recognise a variety of sources for job searching
2. Identify barriers to employment and how to overcome them
3. Identify networking opportunities
4. Construct a network map and network contact table

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: how can I search for jobs?</b>	<ul style="list-style-type: none"> <li>• Group discussion - where can I find vacancies?</li> </ul>
<b>Part three: what barriers do I need to overcome?</b>	<ul style="list-style-type: none"> <li>• Group discussion – overcoming barriers</li> </ul>
<b>Part four: who can help me?</b>	<ul style="list-style-type: none"> <li>• Group discussion – who can help me?</li> <li>• Individual worksheet activities - network maps and network contact table</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session four: marketing yourself**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Reflect on their marketable qualities
2. Understand the legal obligations around disclosing disability

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: how can I market myself?</b>	<ul style="list-style-type: none"> <li>• Group discussion – What is marketing?</li> <li>• Individual worksheet activities:             <ul style="list-style-type: none"> <li>○ Personal SWOT analysis</li> <li>○ Marketing yourself</li> <li>○ Elevator pitch</li> <li>○ Personal statements</li> </ul> </li> </ul>
<b>Part three: should I disclose my disability?</b>	<ul style="list-style-type: none"> <li>• Group discussion – focusing on individual strengths</li> <li>• Worksheet activity – disclosing a disability and information on Access to Work</li> </ul>
<b>Part four: Wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session five: effective communications**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand what makes communication effective in the workplace
2. Understand who to communicate with in the workplace
3. Write a great covering letter

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: what makes communication effective?</b>	<ul style="list-style-type: none"> <li>• Group discussion and activity - types of communication, perception and body language</li> </ul>
<b>Part three: who do I need to communicate with in the workplace?</b>	<ul style="list-style-type: none"> <li>• Group discussion – who do I need to communicate with in the workplace and how do I do this?</li> </ul>
<b>Part four: how do I write a great covering letter?</b>	<ul style="list-style-type: none"> <li>• Individual worksheet activities - writing a covering letter</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session six: CVs and covering letters**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand the recruitment process
2. Recognise good practice and apply it to written applications
3. Evaluate examples of CVs
4. Tailor CVs and application forms to the role they are applying for

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: what stages are there in the recruitment process?</b>	<ul style="list-style-type: none"> <li>• Worksheet activities</li> </ul>
<b>Part three: how do I complete an application form?</b>	<ul style="list-style-type: none"> <li>• Individual worksheet activity – complete an application form</li> <li>• Power words</li> </ul>
<b>Part four: how do I produce a winning CV?</b>	<ul style="list-style-type: none"> <li>• Group discussion: types of CVs</li> <li>• Group activity                             <ul style="list-style-type: none"> <li>○ Reviewing CVs</li> <li>○ Tips for a great CV</li> <li>○ CV quiz</li> </ul> </li> <li>• Individual worksheet activity – CV plan</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session seven: perfect presentations**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand how to prepare a formal presentation
2. Demonstrate effective presentation skills

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: how do I prepare a formal presentation?</b>	<ul style="list-style-type: none"> <li>• Worksheet activities</li> <li>• Group activity - modulation</li> </ul>
<b>Part three: practice makes perfect!</b>	<ul style="list-style-type: none"> <li>• Presentation practice – deliver a presentation on your favorite book</li> </ul>
<b>Part four: how do I put together a presentation plan?</b>	<ul style="list-style-type: none"> <li>• Group activity – design a presentation plan for Kim and present this to the group</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session eight: psychometric tests and assessment centres**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand how to deal with psychometric tests and assessment centre exercises
2. Practice for psychometric tests and assessment centres and evaluate their performance

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: how do I deal with psychometric tests?</b>	<ul style="list-style-type: none"> <li>• Background information</li> <li>• Individual worksheet activities - mock psychometric tests, including Belbin</li> </ul>
<b>Part three: what goes on at an assessment centre?</b>	<ul style="list-style-type: none"> <li>• Background information</li> <li>• Group activities - the virgin apprentice and murder mystery</li> </ul>
<b>Part four: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session nine: psychometric tests and assessment centres**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Prepare for a mock, or real, competency based interview
2. Understand the golden rules for interviews
3. Demonstrate employability skills through mock interviews

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: how can I prepare for an interview?</b>	<ul style="list-style-type: none"> <li>• Group discussion - interview preparation</li> <li>• Group activity – advice for interview preparation</li> </ul>
<b>Part three: what are the golden rules to succeeding in interviews?</b>	<ul style="list-style-type: none"> <li>• Background information</li> </ul>
<b>Part four: mock interviews and role play</b>	<ul style="list-style-type: none"> <li>• Group activity – role play</li> <li>• Revisit coursework sheets and book interviews with advisors</li> </ul>
<b>Part five: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>

**Session ten: how Remploy can help you**

**Learning outcomes: at the end of the session, participants will be able to:**

1. Understand what further information and support Remploy can provide in the employability journey
2. Express their views on the Employability Programme

<b>Part one: welcome</b>	<ul style="list-style-type: none"> <li>• Ice-breaker</li> </ul>
<b>Part two: where can I get further information and support?</b>	<ul style="list-style-type: none"> <li>• Employability journey re-cap - what have you learnt?</li> <li>• Group activity – CV feedback gallery</li> <li>• Next steps - what do I need to do next?</li> </ul>
<b>Part three: Employability Programme review</b>	<ul style="list-style-type: none"> <li>• Group activity – course review</li> </ul>
<b>Part four: wrap up the day</b>	<ul style="list-style-type: none"> <li>• Gather individual and group feedback from the session</li> </ul>