

EMPLOYABILITY SKILLS PROGRAMME



Here to help you back into work!

Bespoke Support!
Monthly Progress Review!
Work Placements!

MTIB can offer a wide range of topics to improve skills / confidence / motivation, including:

- CV Writing
- Preparing for face-to-face or Zoom interviews
- Job search and application support
- Better off in work calculations



1-2-1
Guided
Support!

A Typical Learning Week.....

- Mon -Learners receive email with this weeks' topic, tasks, learning material and link to Zoom Session
- Tue - Interactive group Zoom Session with Tutor, task allocation, independent job searching
- Wed -Online learning, Essential Skills, 1-2-1 phone contact / review of progress
- Thu - Group Zoom Session re: weekly reflection and feedback, independent job search
- Fri - Completion of weekly journals supported by Tutor

Learning methods....

Support is flexible and can be adapted to the specific individual needs of the learner, including:

- 1-2-1 or group Zoom Sessions
- 1-2-1 or group in-centre learning
- Telephone support, email support

Dedicated
Advisor!

Topics covered on ESP...

- | | |
|--------------------------|---------------------------------|
| Essential Skills | Communication |
| Barrier to Employment | Identifying Own Skills |
| Body Language | Identifying Transferable Skills |
| Cover Letter Writing | Interpersonal Skills |
| Customer Service | Online Learning |
| Disability Awareness | Improving IT |
| Emailing CV to Employers | Team Building |
| Employer Expectations | Benefits of Volunteering |
| Environment & Wellbeing | Individual Support Assessment |
| Gender Equality | Employer Engagement |
| Basic Health & Safety | In-Work Support / Mentoring |



training@mtib.co.uk