



# Digital Skills for Employment

A 4 week course which focuses on improving your IT skills and knowledge of the digital world, whilst looking for employment

**Wednesday - Friday · 9.30am - 3.30pm · 4 weeks**

## What does the course cover?

- Using a computer effectively to present documents
- Creating and updating your CV (to include a digital CV)
- Job search, using social media and the internet
- Email etiquette when applying for a job
- Personal budgeting
- Preparing for interview – what to do (and what not to do!)
- Building on your self-confidence and developing your communication skills
- Personal wellbeing – mental health awareness

## Qualifications

Upon successful completion, you will gain the following certificates which will enhance your CV:

- Certificate in Employability
- Award in Digital Skills
- Award in Mental Health Awareness

**Contact 01207 585900 to book your place**