



# Training Calendar

**Access2employment is West Lothian Councils free and confidential Employability Service. Access2employment advisers assist local residents into employment, training or education through one to one sessions and group work.**

**Our team of experienced Employment Advisers will help you achieve your individual goal by providing advice based on your circumstances and needs. To sign up to any of the courses below click [here](#)**

## Applying for an apprenticeship

This dedicated course provides support applying for an apprenticeship position. A focus on Qualifications and personal requirements for posts and how to submit these in a successful application will be provided along with interview hints and tips.

**24th Feb 1pm - 3pm**  
**2nd Mar 1pm - 3pm**

## Customer Service

This course provides a greater understanding of 'Customer Service', defines what it is as well as top tips on how to improve standards and deliver a good customer service experience.

**10th Feb 1pm - 2pm**  
**19th Apr 11am - 12pm**  
**21st June 11am - 12pm**

## CV Workshop

The CV Building workshop covers the basics on creating a personalised CV, where to find help and support, and why it is important to have a CV. If creating a CV for the first time, example layouts will be provided along with assistance on how to adapt CV's for future job applications.

**9th Dec 1pm - 2pm**  
**13th Jan 1pm - 2pm**  
**8th Mar 1pm - 2pm**  
**30th Jun 11am - 12pm**

## Effective Job Searching

Effective Job Searching is designed to develop and guide your job search pathway, navigate various platforms and provide support for future applications.

**7th Dec 11am - 12pm**  
**11th Jan 11am - 12pm**  
**1st Mar 1pm - 2pm**  
**3rd May 11am - 12pm**

## Interview Preparation

Interview preparation provides help and support to those that would like guidance preparing and presenting themselves at interview.

**25th Jan 1pm - 2pm**  
**22nd Mar 1pm - 2pm**  
**24th May 1pm - 2pm**

## LinkedIn

Within this course, help will be provided to understand how to set up an online profile and why it is important to keep it up to date to enhance future opportunities.

**16th Dec 11am - 12pm**  
**22nd Feb 1pm - 2pm**  
**17th May 1pm - 2pm**

## Men N2 Work

This employability programme will assist in identifying transferable skills, focus on goal setting and address any challenges. Employability support will be provided to help write a professional CV, apply for jobs and interview preparation.

**22nd Feb 10am - 12pm (Start of 4 week course)**

## Transferable Skills

This short course will help you identify transferable skills that are interchangeable between roles and how to put them into practise.

**1st Feb 1pm - 2pm**  
**26th Apr 11am - 12pm**  
**28th Jun 11am - 12pm**

## Wellbeing Workshop

This workshop explores the impact of fitness, nutrition, routine and sleep on our wellbeing. Learn more about practical techniques such as mediation, gratitude and journaling as ways of reducing stress and unhelpful thoughts.

**14th Dec 10am - 12pm**  
**9th Feb 10am - 12pm**  
**5th Apr 10am - 12pm**

## Women N2 Work

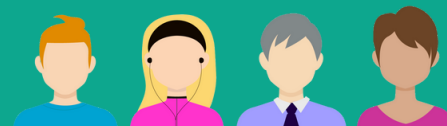
This course provides wellbeing skills and self-awareness to boost confidence and motivation as well as creating goals to overcome personal life challenges. Employability support will be provided to help write a professional CV, apply for jobs and interview preparation.

**18th Jan 10am - 12pm (Start of 6 week course)**  
**10th May 10am - 12pm (Start of 6 week course)**

## Young People N2 Work (Age 16 - 24yrs)

This course provides support and guidance to develop skills, strengths, motivations and help to identify the next steps to a future career. The programme will assist in creating CV's, developing interview skills, and provide guidance to apply for apprenticeships, jobs and training courses.

**30th Jun 1pm - 3pm**



# Training Calendar

## December

Course	Time	Platform
Effective job searching	11am - 12pm	Zoom
CV Workshop	1pm - 2pm	Zoom
Wellbeing Workshop	10am - 12pm	Zoom
LinkedIn	11am - 12pm	Zoom

## January

Course	Time	Platform
Effective job searching	11am - 12pm	Zoom
Women N2 Work (Starts)	1pm - 2pm	Zoom
CV Workshop	10am - 12pm	Zoom
Interview preparation	11am - 12pm	Zoom

## February

Course	Time	Platform
Transferable Skills	1pm - 2pm	Zoom
Wellbeing workshop	10am - 12pm	Zoom
Customer Service	1pm - 2pm	Zoom
LinkedIn	1pm - 2pm	Zoom
Men N2 Work (Starts)	10am-12pm	Zoom
Applying for an apprenticeship	1pm-3pm	Zoom

## March

Course	Time	Platform
Effective job searching	1pm - 2pm	Zoom
Applying for an apprenticeship	1pm-3pm	Zoom
CV Workshop	1pm - 2pm	Zoom
Interview preparation	1pm - 2pm	Zoom

## April

Course	Time	Platform
Wellbeing Workshop	10am- 12pm	Zoom
Customer Service	11am- 12pm	Zoom
Transferable skills	11am - a2pm	Zoom

## May

Course	Time	Platform
Effective Job searching	11am - 12pm	Zoom
Women N2 Work (starts)	10m- 12pm	Zoom
LinkedIn	1pm - 2pm	Zoom
Interview Preparation	1pm - 2pm	Zoom

## June

Course	Time	Platform
Customer Service	11am-12pm	Zoom
Transferable skills	11am- 12pm	Zoom
CV Workshop	11am - 12pm	Zoom
Young people N2 Work	1pm - 3pm	Zoom

To reserve a place on any of the above courses please click [here](#)  
Call 0800 032 9768

or

email: [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)