

Affected by unemployment? Looking for a job?

Then our **FREE*** workshops, support and guidance could be just what you need

Join our Training Event on Monday 14th
December at 2pm to discover how we can
give your career prospects a boost

We offer workshops that focus on job winning skills, and courses that offer a valuable management qualification or help you change your career.

Join us on the 14th for an overview of our programmes and the opportunity to meet our trainers. We will be able to discuss your individual training needs and help you select the programmes that are best for you.

Job Winning Skills

Making an Impact with your CV

How to stand out in a crowded marketplace – designing a CV and tailoring the content for different situations

Improving Performance at Interviews

How to prepare for what a future employer wants – tackling different types of interview, managing questions effectively and seeing the process from the employer's perspective

Marketing Me

How to start thinking of yourself as a brand – packaging yourself and your skills to gain maximum effect and impact

Kick Start Creativity

How to recognise and develop your own creative skills - drawing out your natural creativity

Professional Management Qualifications

Enhance your CV with a Chartered Management Institute qualification; a programme of 5 short workshops giving an introduction to the management skills and techniques essential in today's competitive environment

Start Your Own Business

The course focuses on the key aspects of establishing a successful business. Covering research, feasibility, customers, marketing and finance, this will help you assess your own business idea and make those critical launch decisions (6 days in total, over 3 weeks)

Become an Accredited Trainer

This course leads to a recognised national qualification (City and Guilds Level 3 Award – Preparing to Teach in the Lifelong Learning Sector). Designed for those wishing to train in commercial, public and/or not for profit sectors, you can gain recognition for existing training skills or develop new and transferable skills for career progression (5 days in total, over 3 weeks)

Who is Eligible?

*This scheme is funded by the Learning Skills Councils and the European Social Fund, and is free of charge to those meeting the eligibility criteria. To be eligible, you need to be a manager or supervisor who is under notice of redundancy, has been made redundant in the last six months or has been claiming JSA for 6 months or less. You must also live or last worked in Kingston, Merton, Richmond, Bromley, Croydon, Sutton, Greenwich, Bexley or Lewisham.

Where is the Event?

It is being held at our Professional Development Centre at 3 St. James's Road, Kingston upon Thames, KT1 2AH (immediately adjacent to the St. James's Road car park).

How Do You Book A Place?

Places are limited, so book a place by:

- **calling us on 020 8268 2861 or**
- **by emailing kes@kingston-college.ac.uk**



If you are unable to attend on 14th December but would like information about the opportunities available to you, please contact our advisors on 020 8268 2861.

Real help now