



Jobsmart by Gloucestershire College



Site	Course Title	Course Dates
Cheltenham	Computer Confidence for Work - Part 1 A two day course for those with little or no computer experience to learn the basics of Word, use the Internet for job searching and set up an email address.	7th & 8th March
Gloucester	Computer Confidence for Work - Part 2 Develop skills using Word, learn the basics of Excel spreadsheets and PowerPoint for presentations, and explore the internet and its use in work or job searching.	7th & 9th March
Cheltenham	Computer Confidence for Work - Part 2 Develop skills using Word, learn the basics of Excel spreadsheets and PowerPoint for presentations, and explore the internet and its use in work or job searching.	9th & 10th March
Cheltenham	Assertiveness for Work This one day workshop focuses on how to become more assertive in the workplace. The training covered during this course will focus on the reasons why assertiveness is so important, and provide you with hints and tips on how to become a more assertive, confident and decisive team member.	10th March
Gloucester	Digital Skills for Job Seekers Develop your CV and learn how to adapt it future applications; and gain confidence using Microsoft Office templates, creating documents, using cloud storage and emails.	14th-17th March
Gloucester	Reset A two day course for those looking to develop knowledge and understanding of your career next steps. This includes, careers advice and guidance, looking at potential jobs for you, understanding the local careers market, understanding transferable skills and how these can be applied to new jobs and opportunities, enhancing your CV.	16th & 18th March
Gloucester	Introduction to Small Animal Care A two day Introductory workshop to working in small animal care roles and settings. Consideration of roles, key skills and qualities, pathways/ progression routes into roles, understanding of the sector, relevant health and safety considerations.	21st & 22nd March
Cheltenham	Computer Confidence for Work - Part 3 During this two day course you will cover as a group, File management, learning how to organise your computer files and folders. You can then choose from various computer/Microsoft Office tasks which, you work through independently with tutor support if required.	21st & 22nd March
Gloucester	Health and Safety in a Construction Environment CSCS (SWAP) Gain your FREE CSCS card with our level 1 health & safety qualification course set over 7 days. A construction employer will also be in attendance to promote their roles. Good level of english required.	21st - 29th March
Cheltenham	Conflict Management The workshop explores the varying types of conflict experienced within a working environment and how 'conflict management' can improve workplace relationships. This course will also explore conflict resolution techniques and gain an insight into the link between resolving interpersonal conflict and emotional intelligence.	22nd March

Gloucester	Skills Accelerator & Traineeship A course for 16-24 year olds to gain invaluable employability skills over 8 weeks, with an optional 6 week work placement in an area of your choice. This course will help you write a great CV, find a relevant work placement, improve your English, maths and digital skills and preprepare for your next steps, whether that's an apprenticeship or job.	22nd March
Gloucester	Confidence for Work A two day course to help you build confidence, understand goal setting, manage challenges and recognise your own value, to prepare for training, volunteering or work.	23th-24th March
Gloucester	Wellbeing for Work 2 days how to build resilience for work and support your own wellbeing relating to work. Student will be given practical steps and activities to support and champion their own wellbeing and develop their resilience.	23th-25th March
Gloucester	Computer Confidence for Work - Part 1 A two day course for those with little or no computer experience to learn the basics of Word, use the Internet for job searching and set up an email address.	28th-30th March
Gloucester	Interview Skills Learn how to prepare for an interview, including answering questions, making a good impression and selling yourself and your skills. Includes mock interview practise!	28th-29th March
Gloucester	Customer Service Representative (SWAP) Prepare for a guaranteed an interview with a local employer recruiting in the centre of Gloucester, with our customer service course. The roles are customer facing on the phone and will require the use of a computer. Good level of english and maths required. Learner must be able to construct email, use an in-house system and talk on the phone to customers.	28th March -7th April
Gloucester	Introduction to Working in a Warehouse Introductory workshop to working in a Warehouse. Consideration of role types, key skills and qualities, relevant health and safety considerations, organisation and time management skills, lean processes and an awareness of local employers.	29th-30th March
Gloucester	Emergency First Aid at Work Gain a level 3 qualification on our one day course to develop skills and confidence to administer emergency first aid at work, under health and safety regulations. A relaxed course covering theory and practical.	31st March
Cheltenham	Reset A two day course for those looking to develop knowledge and understanding of your career next steps. This includes, careers advise and guidance, looking at potential jobs for you, understanding the local careers market, understanding transferable skills and how these can be applied to new jobs and opportunities, enhancing your CV.	31st March & 1st April
Gloucester	Computer Confidence for Work - Part 2 Develop skills using Word, learn the basics of Excel spreadsheets and PowerPoint for presentations, and explore the internet and its use in work or job searching.	4th & 6th April
Cheltenham	Confidence for Work A two day course to help you build confidence, understand goal setting, manage challenges and recognise your own value, to prepare for training, volunteering or work.	4th & 5th April
Gloucester	Introduction to Working in Hospitality and Retail. A two day introductory workshop to working in the hospitality sector. Consideration of role types, key skills and qualities, Customer Service, relevant health and safety considerations, awareness of local employers and work opportunities.	4th & 5th April
Gloucester	Principles of Providing Security Service (SWAP) Gain three qualifications to work in the security sector as a Security Officer or Door Supervisor. Guranteed interview with an employer. Good level of english required for this course.	11th April-4th May

To find out more, please contact
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