

Course	Dates
Computer Confidence for Work - Part 1 A course for those with little or no computer experience to learn the basics of Word, use the Internet for job searching and to set up an email address.	Cheltenham 22nd-23rd August 10th-11th October Gloucester 12th-14th September 7th-9th November
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.	Cheltenham 12th-13th October Gloucester 19th-21st September 14th-16th November
Computer Confidence for Work - Part 3 This course covers 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.	Cheltenham 12th-13th September 7th-8th November Gloucester 14th-15th November
Confidence for Work A short course to help you build confidence, understand goal setting, manage challenges and recognise your own value, to prepare for training, volunteering or work.	Cheltenham 17th-18th October Gloucester 3rd-4th October 28th-29th November
Customer Service Level 1 Gain a qualification for your CV, whilst learning communication skills and how to effectively deal with customer queries and complaints. Ideal for those who wish to work in customer facing roles such as retail, hospitality or office.	Cheltenham 5th-8th September Gloucester 21st-23rd November
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.	Cheltenham 5th-8th September 31st Oct—3rd Nov Gloucester 26th-29th September 21st-24th November
Emergency First Aid at Work—Level 3 Gain a qualification on our course to develop skills and confidence to administer emergency first aid at work, under health and safety regulations.	Gloucester 25th October
Employability Topics cover competing application forms and job searching, producing a CV, goal setting and prepare for interviews.	Cheltenham 14th-18th November Gloucester 26th-29th September 21st-24th November
Excel—Advanced Functions & Formulae This will cover revision of basic functions, absolute cell references and naming ranges.	Cheltenham 5th October 30th November
Excel—Basics This workshop will cover creating a spreadsheet using basic formulas and statistical functions to calculate Minimum, Maximum and Averages.	Cheltenham 14th September 9th November
Excel—Functions & Formulae This will cover creating formulas and statistical functions, including Sum, Average and Count, as well as the more complex IF function and calculating percentages.	Cheltenham 21st September 16th November
Excel—Manipulating Data Covers structuring data list, converting ranges into tables, conditional formatting, sorting & filtering, subtotals & grouping includes named ranges and data validation.	Cheltenham 14th September 9th November
Excel—Pivot Tables This covers data list essentials, sorting, filtering & custom filters.	Cheltenham 21st September 16th November
How to Grow Your Business How to grow your marketing, finesse your product for your market and a look at some of the common mistakes made with a new business.	Gloucester 25th-26th October

COURSES CONTINUE OVER THE PAGE

More courses.....	Dates
Interview Skills Learn how to prepare for an interview, including answering questions, making a good impression and selling yourself and your skills. <i>Includes mock interview practise!</i>	Cheltenham 19th-20th September 12th-13th December Gloucester 10th-11th October 7th-8th November 30th Nov-2nd Dec
Introduction to Working with Small Animals An Introductory workshop to working in small animal care roles and settings. Consideration of roles, key skills and qualities, pathways/ progression routes into roles.	Gloucester 19th-20th September 21st-22nd November
Introduction to Working in an Educational Setting A workshop with overviews of roles and responsibilities, effective communication with children, safeguarding responsibilities, supporting positive behaviour within an educational setting.	Gloucester 12th-14th October 28th-29th November
Introduction to Working in Hospitality and Retail 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.	Gloucester 12th-13th September 17th-18th October 28th-29th November
Introduction to Working in a Social Care Setting with a guaranteed job interview An introduction and overview to working in social health and the roles available.	Gloucester 19th-20th September 30th Nov-1st Dec
Introduction to Working in a Warehouse Consideration of role types, key skills and qualities, relevant health and safety considerations.	Gloucester 5th-6th September
Introduction to Office Administration Our two-day Office Administration Skills course provides an introduction to the sector and the skills needed to succeed in an office administration role.	Cheltenham 7th-8th September 2nd-3rd November Gloucester 12th-13th September 31st Oct-1st November
NHS Facilities course, with a guaranteed job interview This course is designed for those looking to start a career in catering, cleaning and portering in the NHS at community and mental health hospitals in Gloucestershire	Gloucester 7th-18th November
Customer Service Representative course, with a guaranteed job interview Prepare for a guaranteed an interview for office roles in the centre of Gloucester, with our customer service course. Roles will require use of a telephone and a computer. Good level of English and maths required.	Gloucester 26th September—7th October
Principles of Providing Security Service with guaranteed job interview Gain qualifications required to work in the security sector as a Security Officer or Door Supervisor. <i>Learners will need a good basic level of English and will need to complete an English and maths assessment at induction.</i>	Gloucester 24th October-11th November
Rail Track Maintenance Level 2 qualification with guaranteed interviews Knowledge and related practical skills within a track maintenance environment, along with practical experience and expectations of the situations.	Gloucester & Lydney 17th October-25th November
Retail course with guaranteed interview by Morrison's An Introduction to working in the retail sector, for those who are new to retail or returning to working in the sector after a period of absence.	Gloucester 3rd-14th October
Reset Is ideal for those looking to develop knowledge and understanding of your career next steps. Including careers advice and guidance, potential jobs for you, understanding the local careers market, transferable skills and how these can be applied to new jobs and opportunities.	Gloucester 21st-23rd September 23rd-25th September
Steps to Setting up Your Own Business An essential short course for anyone who is considering running their own business.	Gloucester 4th-5th September
Wellbeing for Work How to build resilience for work and support your own wellbeing relating to work. Practical steps and activities to support and champion wellbeing and develop resilience.	Cheltenham 14th-16th September 2nd-4th November Gloucester 17th-18th October

To find out more, please contact
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