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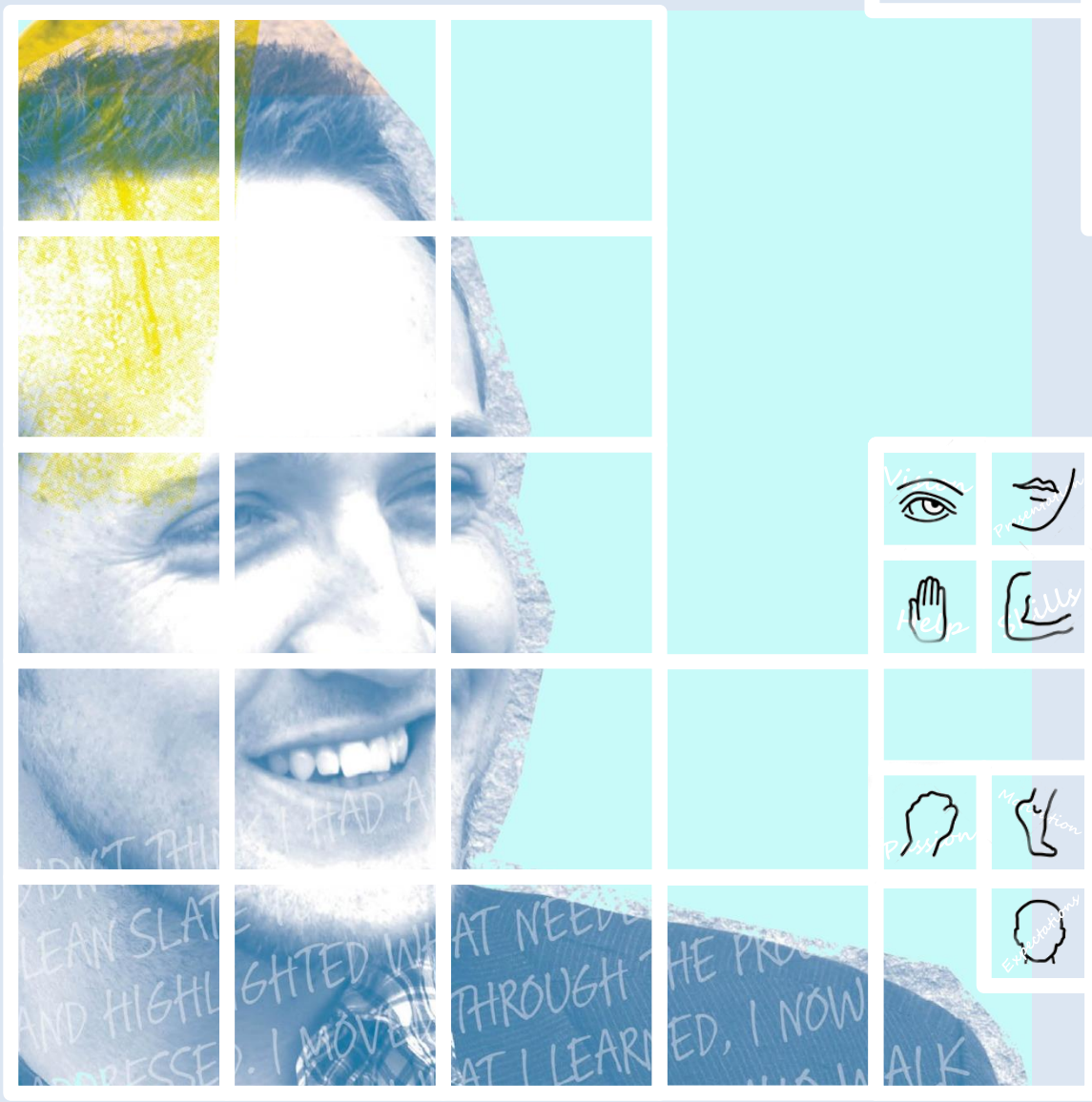
TRAINING PROSPECTUS (2015): EMPLOYER-LED JOB PREPARATION

7

SIGNS

An employer's
approach to
preparing
jobseekers for
work:

- Confidence
- Motivation
- Goal-Setting
- Action-Planning
- Workplace orientation



*Clean Slate Training & Employment is a delivery partner of money management magazine, *Quids in!*, working together to help people on low incomes and in poverty to help themselves

Further information

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7 SIGNS

Course Prices

STAND ALONE PROGRAMME (FULL) £ TBC

Clean Slate programmes are independent and can stand alone. Good prior engagement and follow up with jobseekers improves success. Landlords and authorities have contracted Clean Slate to deliver training and ongoing support for jobseekers.

7 SIGNS AT HOME OR AT WORK £ 3,419

Organisations can commission the **7 Signs** 2-day course to engage particular groups or communities, such as jobseekers in debt or at risk of homelessness. (Optimum group size is 12; Cost per learner: £285) Employers can utilise **7 Signs** 2-day programme to 'long-list' candidates for entry level vacancies.

7 SIGNS AT LARGE (PER JOBSEEKER) £ 588

If numbers are guaranteed, **7 Signs** training can be staged for jobseekers referred from a range of local stakeholder organisations. This further develops social skills essential to the workplace, bringing people from different backgrounds together. Discounts for group bookings (five or more).

About 7 Signs Training

- Two days training
- Interactive, person-centred
- Led by employer from intermediate labour market
- Role plays to 'see through employers' eyes'
- Skills reviews
- Group workshops
- Confidence building
- Motivation and presentation
- Goal-setting to focus job search and improve success
- Workplace orientation, including health & safety
- Lunch provided
- Travel costs paid (up to £4.80)

Clean Slate Training

Employers have a particular take on what employability means. They recruit on attitude, and less on ability, because skills can come later. We share insight with jobseekers and help them learn how to present themselves as focused, willing, 'can-do' people.

We employ jobseekers ourselves, so our approach is pragmatic. A person's past is less important than their future and what they have to offer. We help jobseekers see how much they have to offer and the right goals for them.



Passion

We challenge learners to focus on jobs reflecting their interests. Job search is improved with drive and commitment, and jobs are more rewarding



Skills

We know recruiters look for skills but 7 Signs helps jobseekers value what they have already and why skills need to be matched to the job on offer



Motivation

Planning to achieve the right goals through achievable steps builds motivation. Employers are impressed when candidates show some drive



Expectations

Understanding what employers want is key to an interview and keeping a job. We role play situations to help people see how bosses think



Presentation

Goals are set and skills defined, now it's all about the power of personal statements and how they translate to interviews, CVs and cover letters



Vision

Not all employers want to know the candidate is already thinking about moving on but good ones are impressed by someone with ambition



Help!

We look at when to disclose and how to ask for help. Bosses mainly want to know the job will get done safely and efficiently but it helps to know how to overcome negative expectations