

# embrace-learning

This course is all about building confidence in your approach to job searching and to the world of work as a whole.

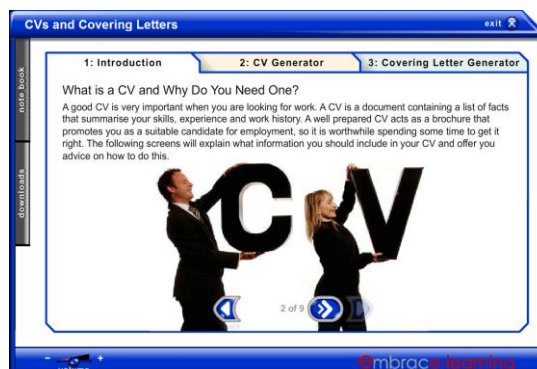
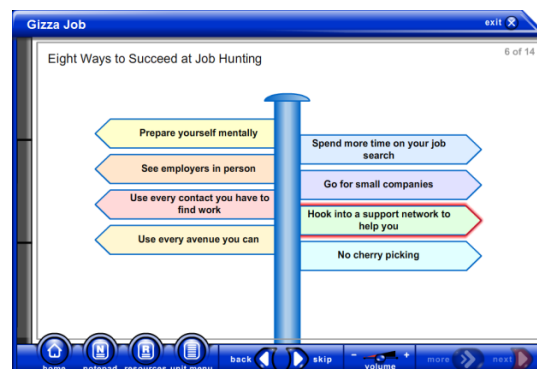
During your studies, you will compile a Portfolio which will contain, for example, your career action plans, templates for your CVs and covering letters as well as your responses to quizzes and exercises, all of which will help you to achieve your goals.

This course is not about getting any old job that's out there. The activities will help you focus on the type of work that genuinely suits you.

By taking time to look at your strengths and interests, and matching these to your plans for the future, you will improve your chances of success dramatically.

The e-learning study units, together with the workbooks, will enable you to:

- summarise your interests and strengths
- visualise where you would like to be in 5 years' time
- identify the most effective methods of finding work
- identify some common barriers to finding work
- identify areas where you need to build confidence
- explain what employers are looking for from prospective employees
- produce an effective CV and adapt its style and content according to the requirements of each job
- create covering letters which are appropriate to the type of work you are applying for
- plan how you will answer different questions during an interview
- prepare for interviews in a way that will maximise your chances of success
- list the do's and don'ts in terms of being interviewed
- identify and address the main issues you will face before starting your new job
- plan and manage your budget.



Career Ahead