



Work Focus

Your Next Steps
to Employment

theworklab

NEWHAM
COLLEGE
LONDON

Work Focus

If you're looking for work, need help with confidence building or want to brush up on your presentation skills, interview techniques or improve your CV, then this two week short course is for you. We can help you build on your strengths and focus on the career path that's right for you.

Work Focus fully funded* short courses will give you the confidence, motivation and skills to seek and secure employment. Work Focus covers:

Searching for a Job – Find jobs that match your skills and interests.

Applying for a Job – Get your CV up to scratch and write a covering letter.

Preparing for an interview – Understand how to answer and ask questions at interview.

Interview skills – Learn how to present yourself professionally.

Work in a customer friendly way – Understand good customer service and how to deliver it.

If you're interested in attending a workshop from the two week short course as a stand-alone accredited workshop, then please contact the team at the Work Lab.

Work Focus also offers:

Online Basics – How to use a computer and the internet.

ICT in the Workplace – Learn how to use ICT effectively in your job.

Safe Learning in the Workplace – Learn how to identify and report safety risks.

I had doubts about my ability to complete my CV at the start of the course, and I had never written a cover letter before. Now at the end of the workshop I have confidently updated my CV and written a cover letter. – Carol



The great thing about Work Focus and the lecturers is that they help people. They give people opportunities.

– Angelo

If you are 19 or over, unemployed and claiming benefits, courses are FREE

Mary

Before Work Focus: After being made redundant Mary's career needed a jump start.

"Things have changed so much over the years. I felt very nervous, I couldn't type well and I've never been to something like Work Focus before."

How Work Focus helped: Mary found the lecturers to be extremely helpful, taking the time to help her through the course material on a one-to-one basis, as well as focusing on other issues in the group simultaneously.

"The teacher was incredible. She was very patient, very calm. It's those little things that make a difference when you're nervous or unsure of yourself."

Where is she now? After completing a CV Workshop and Job Search Workshop, Mary has since secured a position at Newham College London as an administrator.



“““

I enjoyed the group sessions and found the staff very helpful and the whole course encouraged me to believe in myself and apply for vacancies. – David

Afjal

Before Work Focus: Afjal had worked in the textile factories of east London for fifteen years, but for the last two has been unemployed and looking for work.

How Work Focus helped: Work Focus helped Afjal to overcome his nerves when speaking publicly or in a group situation. It also gave him the confidence and know-how he needed to improve his IT abilities so he could create a professional CV and apply for jobs.

"Since I left school looking for a job has changed. Applying for a job has changed. It's a completely different environment since I last had to look for work. There were no application forms then. The lecturers here have shown me how to write my CV, how to hand it in or how to send it, how to interview, how to present myself – everything."

Where is he now? By completing the course Afjal has been able to take the next steps to employment and is now attending a pre-employment programme guaranteeing him an interview with Morrisons upon completion.

"I would not have been able to get to where I am now if it wasn't for the skills and self-belief I gained from Work Focus."

*FAQs

Q. Do I have to pay?

A. No. If you are unemployed and claiming benefits you are eligible.

Q. What if I am unemployed but not claiming benefit?

A. We offer a range of training opportunities, so get in touch and let's see how we can help.

Q. Do I have to live in Newham?

A. No. The workshops are open to anyone who is unemployed and on benefits.

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Through its Work Focus programme Newham College emphasises the importance of employability skills, such as good timekeeping and having a friendly and helpful attitude along with improving IT and English and Maths skills.

– Lloyd Johnson – Operations Consultant for McDonalds in East London and Chairman of the Newham Chamber of Commerce

For more information contact or visit our dedicated employability team at:

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