

SKILLSHOUSE NEWSLETTER



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“Thank you so much for your support these past few months. Your words of encouragement and support is what motivated me to keep pushing myself and to believe in myself”
SkillsHouse Customer

SKILLSHOUSE EMPLOYABILITY SESSIONS

Employability topics that will be facilitated online and quite possibly within a classroom setting in BD1.

All sessions will be fun, interactive and provide a focal point to explore areas which should benefit you on your quest to find employment!

Including interview techniques, completing an application form/cover letter and how to save effectively for a workplace pension.

Contact us to know more!

National Careers Service

INTERVIEW SKILLS – VIRTUAL/DIGITAL AGE

Thursday April 15th @ 10:30am

JOBS IN RETAIL NOW

Wednesday April 14th @ 10:30am

WORKING FOR THE NHS – JOBS AVAILABLE AND APPLICATION PROCESS

Wednesday April 21st @ 10:30am



TOP TIP

PHONE ETIQUETTE

SPEAK CLEARLY

ENSURE YOUR
VOICEMAIL IS
PROFESSIONAL

REDUCE BACKGROUND
NOISE IF POSSIBLE

ANSWER THE PHONE IN
A PROFESSIONAL
MANNER

PREPARING FOR AN INTERVIEW CHECKLIST



ENSURE YOU MAKE IT TO
YOUR INTERVIEW ON
TIME – PLAN YOUR
JOURNEY / CHECK YOUR
TECHNOLOGY



ENSURE YOU HAVE READ OVER THE
JOB DESCRIPTION



ENSURE YOU LOOK PRESENTABLE

