

MOVEMENT
TO WORK™

**EMPLOYABILITY
SKILLS TRAINING**



WORK EXPERIENCE

This training will build the skills and confidence you need to create a great impression with your employer, showcase your experiences and successfully apply for a job following your placement.



IN THE WORKPLACE

- **Get ahead** in the workplace
- Build **positive relationships** and show yourself to be a **team player**
- Make the most of your **placement opportunities**



DIGITAL SKILLS

- Build your **digital confidence**
- Expand your understanding of digital and **business**
- Apply your **digital skills** to the world of work



EMPLOYABILITY SKILLS

- Learn how to **showcase the skills** you have learnt when applying for a job
- Prepare for your **future job(s)**
- **Stand out** to your future employer(s)



HOW TO USE THIS TRAINING GUIDE

EACH COURSE CONTAINS LINKS TO CONTENT.

Click on the topic to be directly taken to the content, e.g. 'Get some Experience'.



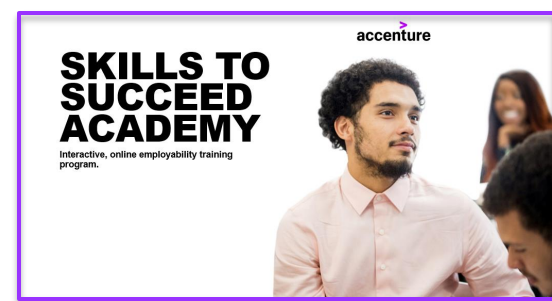
Get Some Experience

ALL OF THE CONTENT INCLUDED WILL SUPPORT YOU TO DEVELOP AND SHOWCASE YOUR SKILLS AND EXPERIENCES.

However, if you are short of time, we recommend you focus on completing the content with a star next to it.



The content is provided by two different training programmes. You will need to register with both to use the content. To find out more, click on the pictures below:





IN THE WORKPLACE

Don't know what to expect from your work experience?

This course will help you to hit the ground running, make a great impression and settle into the workplace.

For registration information click [here](#).

**SKILLS TO
SUCCEED
ACADEMY**
Interactive, online employability training
program.



What to Expect in the First Few Days

How will what you learn from your work experience help you with your **future career**? What does it mean to be **professional**?

Why are **first impressions** so important?

Get Some Experience

Your placement will help you **kick start your career** and show you where else you can find experience.

Finding Your Feet

Learn how to make a **positive first impression** and how to be **professional** in the workplace.

Having the Right Attitude

How you react to situations will shape your **success at work**. Learn all about methods to help you cope with **stretching scenarios**.

Welcome to Day 1

How will you deal with **challenging situations** in your first few days? Successfully **navigate your way** through the simulation, "Welcome to Wurkyworld".



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Being Successful in the Workplace

What is **expected** of you in the workplace? Why is setting **long term career goals** important? How can you use what you learn during your placement in the **future**?

Knowing Your Job

**Probation? Time
Management? Feedback?**
Get to grips with all of these
terms ahead of your
placement and step closer
to success.

Using Your Skills to Succeed

Your career will change
and evolve over time.
Learn about how to set
long term goals to make
the most of every
opportunity.

Working Life

Make choices to help you
progress at work and
manage unexpected
situations in this simulation,
'Life at Wurkyworld'.

Getting to Know You

Building strong **working
relationships** is an important
skill that will help you to get on
in the workplace.

Teamwork

What does it mean to be a **team player**?
What is the right balance between **personal
and professional**?



DIGITAL SKILLS

Digital skills are needed in every job but don't worry, you are a digital native! Learn how to use your skills to stand out from others and make a memorable impression.

Digital Skills for Work & Life



Learn how digital is changing our lives and work and develop the skills to thrive in the digital world of work.



Social Media



Learn about the value that social media can add and how to use social media effectively, including creating a social media presence and measuring success.

Digital Marketing



Discover how and why digital marketing techniques and strategies are used by businesses today.



DIGITAL SKILLS

Got some time and want to learn more about digital skills? The content below will help you to build more industry and job specific digital skills.

User Experience



Learn all about how to make a website / build an app and explore what 'good' looks like from a user perspective.

Web Analytics



Discover the role of analytics in business, how data and insights are used and the importance they hold.

Mobile



Mobile technologies can be and are used to enhance businesses. Learn all about mobile design and development as well as how to create mobile experiences, such as wearable devices.

Retail

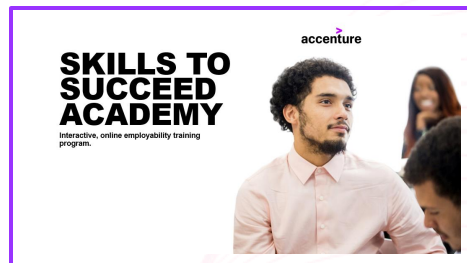


In this industry specific course, see how digital has disrupted the retail industry, how the industry has adapted to these changes and what this means for retail customers.



EMPLOYABILITY SKILLS

Do you want to stand out from the crowd? This course will help you to showcase the skills and experiences you have gained during your placement to help you successfully apply for a job.*



For registration information click [here](#).

CV Writing

How can you **showcase** your **transferable skills**? What should a **'good' CV** contain?
Why is there no such thing as a **'one size fits all'** CV?

Identify Your Skills

Find out what **transferable skills** you have gained from your work experience and how you can talk about them.

Create Your CV

Understand different CV styles and learn the techniques to create a **stand out CV**.

Tailor Your CV

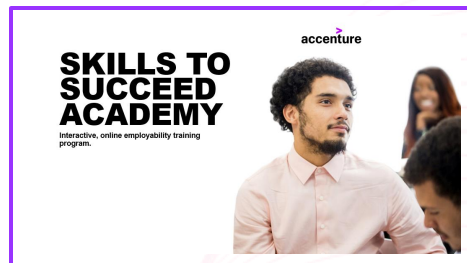
Find out **tips and tricks** for tailoring your CV, including what you can do when you don't have all the skills that the job asks for.

*We suggest you complete this training course towards the end of your placement so you can reflect on your experiences and ask your manager / mentor to take a look at your new CV, LinkedIn profile, etc.



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Interview Techniques

What are the tips and tricks to **good communication**? How can you demonstrate you are the **best fit** for the job? What is the effect of your **body language**?

Test Drive the CAR Technique

Take your communication skills to the next level by learning how to use the **CAR technique**.

Ace Your Interview

Discover all of the steps you can take to show why you are **right for the job**, from body language to asking questions.

Practice a Job Interview

Put **preparation into practice** in this face-to-face interview simulation, Sam and Futuro-systems.

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Establishing a professional network(online)

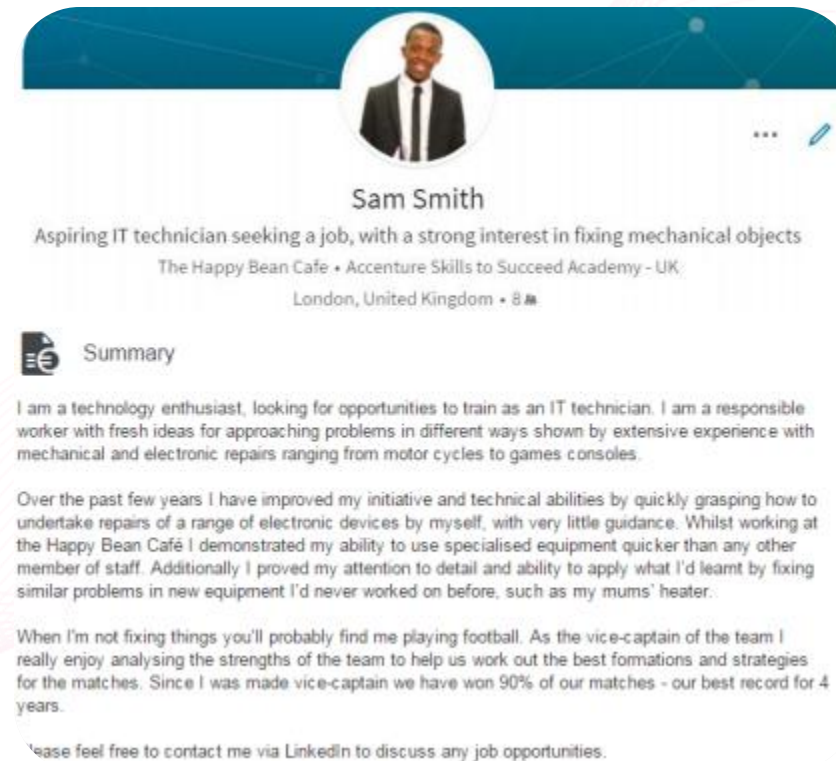
How can you keep the **connections** you make during your work experience?
How do you translate your **professional network online**? Who can see your **online activity** and why does it matter?

Online Professional Presence

Learn all about your online professional presence including how to create a great **LinkedIn profile** and presenting your **personal brand**.



For registration information click [here](#).



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ACCENTURE SKILLS TO SUCCEED ACADEMY

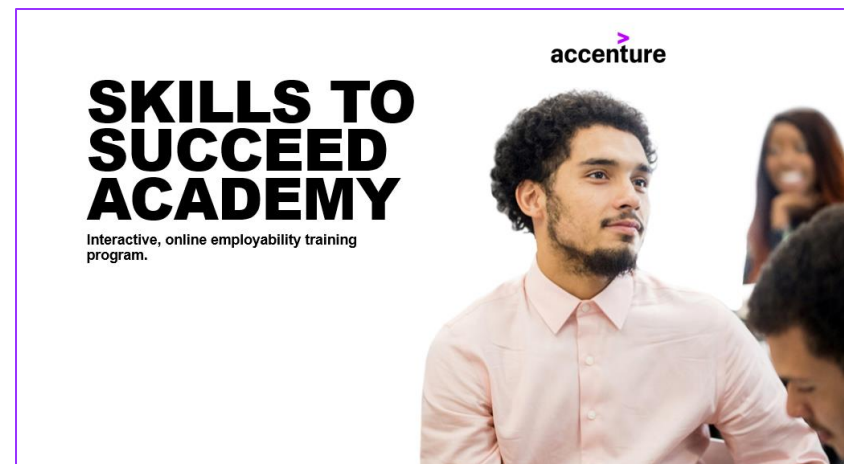
Created specifically to meet the needs of jobseekers, the skills to succeed academy will help prepare you for the entire journey into work: from choosing the right career, to finding and successfully applying for a job and succeeding in the workplace

Key modules have been selected from all the available Skills to Succeed Academy training content, with the intention of best preparing you for your work experience placement.

IF YOU WANT TO EXPLORE FURTHER, THE REST OF THE CONTENT IS AVAILABLE TO YOU DURING AND AFTER YOUR PLACEMENT.

How to Register

- Go to www.s2sacademy.com
- Click on 'Register Now' and use the Learner Access code:
MTW123
- Click on the links in this guide to go to each module. If you are not already logged in, you will need to do so before being taken directly to the module



ACCENTURE DIGITAL SKILLS

Accenture Digital Skills is a collaborative, peer-to-peer learning platform that helps you build and strengthen the digital skills you need stay relevant in today's workplace.

The eight digital courses are offered online through a leading open course provider, FutureLearn. The courses contain interactive content, individual assessments and use social media tools to enhance conversations with other learners. They will develop your digital knowledge and employability skills to help you get a job or build a business. A number of key digital skills are covered, from the role digital plays in the world of work, to social media and digital marketing.

If you complete 90% of a course with an average quiz score of 70%, then you can download a digital certificate which you can add to your LinkedIn profile.

If you want to explore further, course content is available to you, during, and after your placement.

How to Register

- Click on any one of the eight [Digital Skills course links](#) in this guide
- Register with FutureLearn to start a course
- The timing guidelines for courses do not have to be followed. Instead, you can complete the courses whenever you like and at whatever pace during your placement

