

Term 1

Email: epworkzone@cheshirewestandchester.gov.uk

August 2021	Dates	Times	Duration	Venue	
Interview Skills	3 rd August	9.30am – 11.30am	1 Day	Workzone	
Money Management	24 th /25 th August	9.30am-2.30pm	2 Days	Workzone	
Fork Lift Truck – New/Refresher	By referral	Ongoing	5 days	Ellesmere Port	
September 2021	Dates	Times	Duration	Venue	
Interview Skills	13 th September	9.30am-2.30pm	1 Day	Workzone	
CSCS Course	6 th /7 th /8 th September	9.15am-4.30pm	3 Day	Workzone	
L1 Pathway to Business Administration	7 th /8 th /9 th /10 th September	9.30am-2.30pm	4 Days	MS Teams	
Confidence & Motivation	Starting 3 rd September	9.30am-10.45am 10.45am-12.00pm	6 Weeks Every Friday	Workzone	
L1 Pathway to Customer Services	14 th /15 th September	9.30am-2.30pm	2 Days	Workzone	
Fork Lift Truck - Counterbalance	By Referral		5 Days	Workzone	
October 2021	Dates	Times	Duration	Venue	
Interview Skills	25 th October	9.30am – 2.30pm	1 Day	Workzone	
Pathway to Health & Wellbeing	5 th /6 th /7 th /8 th October	9.15am-4.30pm	4 Days	Workzone	
L1 Pathway to Customer Services in Hospitality	12 th /13 th October	9.30am-2.30pm	2 Days	Workzone	
L1 Award in Retail	19 th /20 th /21 st /22 nd October	9.30am-2.30pm	4 Days	Workzone	
Introduction to First Aid	19 th October	9.15am-12.45pm 1.15pm-4.15pm	1 Day	Workzone	
L2 Award in Food Hygiene	20 th October	9.30am-4.30pm	1 Day	Workzone	
Fork Lift Truck - Counterbalance	By Referral		5 Days	Workzone	
Confidence & Motivation	Starting 15 th October	9.30am-10.45am 10.45am-12.00pm	6 Weeks Every Friday	Workzone	
November 2021	Dates	Times	Duration	Venue	
L1 Pathway to Customer Services	2 nd /3 rd November	9.30am-2.30pm	2 Days	Workzone	
Interview Skills	29 th November	9.30am – 2.30pm	1 Day	Workzone	
CSCS Course	8 th /9 th /10 th November	9.15am-4.30pm	3 Day	Workzone	
Money Management	16 th /17 th November	9.30am-2.30pm	2 Days	Workzone	
Confidence & Motivation	Starting 19 th November	9.30am-10.45am 10.45am-12.00pm	6 Weeks Every Friday	Workzone	
Pathway to Health & Wellbeing	23 rd /24 th /25 th /26 th November	9.15am-4.30pm	4 Days	Workzone	
Fork Lift Truck - Counterbalance	By Referral		5 Days	Workzone	
December 2021	Dates	Times	Duration	Venue	
Fork Lift Truck - Counterbalance	By Referral		5 Days	Workzone	
IT Skills and Digital Support					
Course	Day/Time	Start date	Duration	Venue	Cost
ECDL (ITQ) Level 2	Thursday 9.15am-12.00pm 1.30pm-3.30pm	Ongoing	Ongoing	Work Zone	£199*

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Introduction to IT	Every Friday 9.30am – 11.00am 11.15am – 12.30pm	6 th August	Ongoing	Work Zone	Free
Ongoing Support & Courses					
Steps to Work – Skills Assessment	Every Monday/Friday		Ongoing	Ongoing	Work Zone
Employment Mentor	By appointment		Ongoing	Ongoing	Work Zone
Virtual Work Club	Every Monday 2pm-4pm		Ongoing	Ongoing	Work Zone
Structured Work Club	Every Monday 9.30am-11.00am 12.30pm – 2.00pm		Ongoing	Ongoing	Workzone
National Careers Service 1 – 1 Career Advice	By Appointment		Ongoing	Ongoing	Work Zone
Community Connector	Virtual appointments only		Ongoing	Ongoing	Work Zone

****These courses are FREE if you are in receipt of an income based benefit***

Earning Less than £17,004? If you are in employment and earning less than £17,004.00 (gross salary) your course may be FREE. Please bring in your last two month's pay slips on enrolment

Steps to Work
Personal one to one discussion and Work Zone registration – To determine your employability skills, which will help you to understand what you are good at and identify what skills you need to develop to increase your employability. During this session customers will complete a full assessment including Maths and English and agree an action of support.
Structured Work Club – Appointments
This has now been moved online until further notice. A tutor led 6 week structured and focused Work Club, concentrating on an effective job search campaign, understanding the hidden job market, following up applications, looking at benefits, social media and personal profiles online, interview essentials, cover letters/emails and CV's. Please call or email to book your place and receive a link to the next online session.
Employment Mentoring
For those who are work ready and need a little direction, 1:1 mentoring will help you consider realistic job options and offer ongoing motivation, support and guidance to prepare you for interviews. Mentoring will also support you to self-reflect and develop a self-awareness that will enable you to progress into employment.
Emergency First Aid Workshop
By attending a course near you, you're helping us create a nation of life savers – where everyone knows how to save a life. Less than 1 in 10 people who have a cardiac arrest outside of hospital in the UK survives. With your help, we can change that, join the

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nation of lifesavers. This is a free, non-accredited course that teaches CPR and other emergency lifesaving skills, including what to do if someone has chest pain, is choking, or is bleeding seriously.

Pathway to Health & Wellbeing

Learners will have an opportunity to achieve an Award in Living and Work Skills. This course will assist them in understanding the importance of a balanced diet for a healthier lifestyle; know the importance of activity and the importance of emotional and mental wellbeing. It also covers building on own self-esteem, confidence and working towards setting short term goals by identifying and following an agreed plan. Completion and achievement of this course could see the learner progress to the Pathway to Work Award.

Confidence and Motivation

On this course you will explore the basics of motivation and self-esteem then develop your own plan to uplift your whole life. You will learn how to identify and remove the mental barriers that have been holding you back from confidently enjoying your life. This course looks at the six ways that promote well-being and happiness and gives examples of personal change and community involvement, ideas and activities that will bring out the best in you. The course is designed to be friendly, fun and inspiring.

Level 2 Food Safety

If you are interested in working in the food industry, whether it be in a café, pub, restaurant or working from home, this Level 2 certificate will give you the information you need to ensure that all food is prepared and stored safely.

Level 1 Construction & Building Crafts (includes Construction Skills Certification Scheme Voucher)

All areas of the Construction Skills Certification Scheme Card Industry accreditation are addressed putting those attending in an excellent position to undertake the examination for the industry required Construction Skills Certification Scheme Health, Safety & Environment card; a prerequisite and sector requirement to secure any construction related job role.

CSCS Test Support

If you have completed your CSCS / Construction course but need help to revise or to book your test, make an appointment at the Work Zone for some support.

Pathway To Business Admin

This four-day course has been designed to enhance the learner's skills to enable you to work in an office environment. It will develop your office administration skills, give you both practical and theoretical skills covering all aspects of business communications, customer's service skills, and understand the importance of respecting the needs of customers.

Pathway to Retail

The course is aimed at people who want to develop their customer service skills and who may want to work in hospitality, retail or customer service environment.

Interview Skills Workshop

A short, sharp workshop designed to equip learners with the tools they need to success at interview. The session will help candidates prepare for different types of interviews, questions that are asked from different sectors and how to respond confidently and positively. The workshop will also look at personal preparation and company research.

European Computer Driving License (ECDL) and Information Technology Qualifications (ITQ) Level 1 and 2

Want to gain an accredited Level 1 or Level 2 Information Technology qualification? By completing either the level 1 or level 2 course you will gain certificates covering the following topics: File Management & E-Document Production (using Microsoft Word), Microsoft Excel (Spreadsheets) Presentations and much more, a great first step qualification in Information Technology.

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Introduction to IT

Free digital skills support where residents can get help to access any Council service online. Residents with little or no computer knowledge will receive support to register with the Learn My Way platform to encourage further learning. This is no longer on a drop in basis but can be arranged by appointment.

The Bubble provided by Healthbox CIC

A variety of sessions including

Weight, Let's Manage It

Want to lose weight but struggling to make the changes you need? Join our 8-week weight management program to kick-start your long lasting lifestyle changes.

Mindfulness – Harness your Superpower

Mindfulness is a great technique to help with stress and anxiety, helping us to centre ourselves and take notice of our thoughts. Led by our qualified counsellors, this 4-week workshop is an introduction to mindfulness and how to practice it.

Moving Matters – In conjunction with Cheshire Dance

An online well-being workshop helping you discover new ways to breathe, relax, move and express yourself.

5 Weeks To Wellbeing

Join this interactive group and take the 5 practical steps towards improving your wellbeing. Hosted by our mental health link workers come and spend time focusing on you.

Unleash Your Inner Artist

Paint a set picture alongside a professional artist in a fun and relaxed atmosphere. Absolutely no experience required, instruction is light-hearted and we invite all to switch off and do something different.

For more information, speak to the Work Zone