



ENROLMENT INFORMATION & SEPTEMBER SCHEDULE / OPTIONS

FEAST

*Female Employability Action
Supported by Travel and Tourism*

**ARE YOU A WOMAN UNEMPLOYED
AND LOOKING FOR OPPORTUNITIES TO
LEARN AND WORK?**



- **FREE** Mentoring and Coaching
- **FREE** Online Training
- **FREE** CV Clinics



We seek women who are:

- London based and unemployed/unpaid
- Have the right to **live** and **work** in the UK
- Aged 16+ (Not in education)
- Eager to strengthen their employability



*Contact us at
returners@womenintravelcic.com
to enquire and book your place!*



ENROLMENT

Welcome to FEAST!

This is an ESF Funded Programme and we are required to fill some paperwork in order to complete your enrolment.

Enrolment can take place face to face or on line, either way participants are kindly asked to have the following documents ready:

- ✓ Passport or work permit
- ✓ Proof of address: bank statement/ utility bill + phone number
- ✓ National Insurance Number
- ✓ Proof of unemployment: A letter from your employer explaining termination of employment OR/AND a copy of the letter sent to you by the Job Centre OR/AND Universal Credit letter or account screenshot

STRUCTURE

FEAST aims to provide every woman who enrolls with the following:

- **online employability training** on zoom x6 hours [schedule attached] OR 1 day face to face [safety dependent]
- **online mentoring** (with us and/or external volunteer mentors) x 1 hour (minimum)
- further opportunities for **face to face engagement with employers** in late September /October

A minimum of 7 hours MUST be completed by 31st October in order for your training to be acknowledged by ESF and claim a Completion Certificate from Women in Travel cic.

FORTHCOMING DATES

Online Enrolment – Ongoing

ONLINE TRAINING SCHEDULE – SEPTEMBER 2020

<p>2 September 2020 10 am to 11 am</p> <p>Maintaining Confidence and Positive Thinking</p>	<p>Self-confidence is at the basis of everything we do and it is particularly important at a time when things are truly challenging. This workshop will show you how to grow your confidence and maintain a positive mindset even when things become difficult</p>
<p>9 September 2020 10 am to 11 am</p> <p>Effective communication skills</p>	<p>Effective communication is an important skill for our working and personal life. It helps us avoid misunderstanding and conflict. This workshop will explain the essential skills of effective communication and how to develop better listening & questioning skills.</p>
<p>17 September 2020 10 am to 11 am</p> <p>CV Clinic</p>	<p>What does a good CV look like? Should your CV stand out? How do you help recruiters see what is good about you? This workshop will help you create a new cv or improve your existing one to ensure it represents you fully and at your best.</p>

21 September 2020 10 am to 11 am Job Search	How do you look for a job? Who can help you? How do you approach diverse people and industries? This workshop will help you focus on what matters, when to look for work and how best to go about it.
24 September 2020 10 am to 11 am Job Applications and Cover letter	So you have found the job of your dream...now what? What do you need to think about to ensure you provide the best application? How do you apply on line and write the cover letter? This workshop provides you with some key learning to set you up in the right direction!
29 September 2020 10 am to 11 am Social media and you	Social media is increasingly more important when job searching but have you set up your profile and what does it say about you? This workshop will help you understand why social media matters and how you can use it to your advantage.

ALL SESSIONS HAPPEN ON ZOOM

You will be invited to attend by email. The email will contain the specific zoom link.

Face to Face Enrolment – TBC

FACE TO FACE SCHEDULE – 15 SEPTEMBER 2020 10 AM TO 4 PM location TBC

Please contact us for face to face training as we will strictly follow social distancing COVID19 guidelines that are subject to change and review.

The all day workshop cover 6 areas: Maintaining confidence and positive thinking / effective communication skills / CV clinic / Job search / Job application and cover letter / social media

ALL QUERIES TO

Alessandra Alonso – alessandra@womenintravelcic.com

Anum Ansat – returners@womenintravelcic.com

www.womenintravelcic.com