

# EMPLOYABILITY SESSIONS

## in partnership with Thames Water

BfFC's Elevate team has joined up with Thames Water to support young people in Reading aged 16+ who don't have a place on an apprenticeship or at college. These six sessions are designed to help young people gain valuable employability skills to prepare for the workplace.

Up to 15 young people will be enrolled to the programme, starting **Tuesday 4 March**, to gain skills including CV writing and confidence building.

**Venue: Clearwater Court, Vastern Road, Reading RG1 8DB**

For more information and to book a place, contact Elevate on 0118 937 3766 or email [elevate@brighterfuturesforchildren.org](mailto:elevate@brighterfuturesforchildren.org).



## SESSION DETAILS

TOPIC	SESSION OVERVIEW
Employability	<ul style="list-style-type: none"> <li>• Introduction to Thames Water and company values</li> <li>• What do employers look for?</li> <li>• Identifying your strengths, building your CV, interview and assessment guidance</li> </ul>
Building soft skills	<ul style="list-style-type: none"> <li>• Soft skills in the workplace and what employers look for eg. flexibility, problem-solving, time management</li> <li>• Identifying the soft skills you want to work on</li> <li>• How to build your soft skills and where to access additional learning</li> </ul>
Understanding the job market	<ul style="list-style-type: none"> <li>• What to look for in an employer</li> <li>• How to search and apply for roles</li> <li>• Typical salaries - how much should you aim for/ what do you need to live on?</li> <li>• Introduction to apprenticeships at Thames Water</li> </ul>
Improve your customer service skills	<ul style="list-style-type: none"> <li>• Learn how to deliver professional customer service and develop excellent communication skills</li> </ul>
Workplace conduct	<ul style="list-style-type: none"> <li>• Coping with working, managing time, communication, how to dress for work, reporting sickness</li> <li>• Meeting etiquette, taking notes, hybrid working</li> <li>• Accessing support at work</li> </ul>
Mock interviews	<ul style="list-style-type: none"> <li>• Practice interview techniques, plus a round-up of all sessions</li> </ul>