

Start of Year Workshops

Communication Skills Workshop – (9th of Feb 10am)

Effective communication and interpersonal skills underpin everything, whether in the workplace or elsewhere. Communication skills allow you to understand and be understood by others.

These can include but are not limited to communicating ideas to others clearly, a friendly and confident demeanour, respecting other points of view and speaking in a public setting. Developing your communication skills can do much to help you advance in the workplace.

In this workshop, we explain what communication skills are and how you can improve your own.

Build self-confidence for work – (16th of Feb 10am)

Having confidence in the workplace can be crucial to your success. Confidence can make you more motivated and ambitious, less anxious and stressed and more likely to drive performance, career growth and work relationships. This workshop will guide you through some steps you can take to help you boost your self-confidence and use it in the workplace.

How to write a CV and Cover Letter – (9th of March 10am)

Check our CV advice on what to include and how to make it stand out. This workshop will guide you to create a CV and Cover Letter that gets you through to the interview stage.

Mock INTERVIEW questions and advice – (23rd of March 10am)

Find out about the different types of interviews and how to do well in them. Learn how to answer interview questions confidently and make a good impression.

[All workshops will be run on Zoom](#)

**FOR MORE INFORMATION OR TO REGISTER CONTACT ELLIOT ON 07943027922
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