



# Customer service QUALIFICATION

Customer Service is a useful skill to have in many working environments such as business and the retail sector (other opportunities are available, please enquire in the Hubs).

## Course details

- Start date: Monday 14 May 2018
- 12:00pm-3:00pm
- 6 weeks
- Free for eligible learners

Contact the team in one of the Employability Hubs or telephone 0208 550 2398 to book a place.

Places are only available to those attending the Employability Hub or an Employability workshop.

Employability **HUB**  at Redbridge Institute

**Every Monday** - term time only

09.00am - 11.30am

**Venue:** Gants Hill

**Tel:** 020 8550 2398

**Every Wednesday** – term time only

09.30am - 12.00pm

**Venue:** Mildmay

**Tel:** 020 8514 0569

# Employability workshops

## CV writing

A winning CV is the first step in looking for work. We'll show you how to produce a CV that will make you stand out from the crowd.

## Application forms and personal statements

No one likes filling in forms but do this right and you're one step closer to an interview and a job. You'll learn how to make the best of this opportunity.

## Preparing for interview

Your CV's worked. Your application form is perfect. Now it's time to shine. We'll teach you how to prepare for an interview and show an employer that you're the right person for their job.

## Workshops dates

Workshop	Date	Code
CV Writing	Friday 4 May 2018	GH8757
Application forms and personal statements	Friday 11 May 2018	GH8758
Preparation for interview	Friday 18 May 2018	GH8759

Workshop	Date	Code
CV Writing	Friday 29 June 2018	GH8719
Application forms and personal statements	Friday 6 July 2018	GH8720
Preparation for interview	Friday 13 July 2018	GH8724

Contact the team in one of the Employability Hubs to book your place.

Employability **HUB** 

**Redbridge  
Institute**  
community learning  
and skills