

Welfare to Work Training Focuses on:-

- Personal development
 - CV writing
 - Budget & Money management
 - Desktop Publishing & Spreadsheet manipulation
- i. **Carry out a personal SWOT analysis as an approach to starting and running a business.** (Participants are encouraged to investigate what they want, devise a goal on how to obtain it, investigate their goals and know what it requires and what they need to do to achieve it. *They will be encouraged stop only when they are satisfied.*)
 - ii. **Writing out your own personal statement.** (Participants are encouraged to consider and document positive, ethical approach towards setting up their business enterprises)
 - iii. **Carry out your own research. Sources of information on how to set up a business.** (Participants are encouraged to locate, read, learn, and investigate information about setting up and running a small business.)
 - iv. **Planning personal activities around your proposed job (upcoming occasions, childcare, and studies, religious and spiritual needs).**
 - v. **Ensuring your personal finances are in shape and putting a personal financial plan into place to help your maintain financial stability.**
 - vi. **Decide on what job/career path you wish to pursue and write Curriculum Vitae.**
 - vii. **Transport and motoring costs.**
 - viii. **Soft skills such as personal conduct, image, time management, people management, personal management etc**
 - ix. **Shadowing and working with people already in job/career path you wish to pursue (where possible).**
 - x. **Assessment and Course Evaluation.**