



People
not
numbers

RISE into Employment Digital

**Looking to find a job or change career?
The RISE into Employment programme might just be for you.**

RISE is an award winning employability scheme with a success rate of over 60%, shaped by its participants.

RISE offers friendly advice, training, travel expenses, and flexible support to help you into work or a better job.

RISE will offer you

- Help to use digital devices to pay bills, make appointments, avoid scams
- Top tips and access to short 'how to use' videos
- Digital skills to support you to apply for jobs and training
- Support with setting up a winning LinkedIn profile
- Help to keep in touch with family and friends using social media

**Join the next Digital
RISE Programme
virtually!**

*Drop in on any of our sessions
on:*

*Tuesday's
9th & 23rd February
2nd & 23rd March
6th & 20th April
4th & 18th May
1st & 15th June
6th & 20th July*

**For further information or to
join the next Rise digital
programme contact Sainga Tony:**

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W: Or register your interest at [Digital Skills - Olmec \(olmec-ec.org.uk\)](https://www.digital-skills-olmec.org.uk)



Sessions	Session Times: 10am-12pm & 1pm-3pm Date:	What we will cover?
Session 1: Programme overview What makes you special & CVs	Tuesday 9th February 2021	Internet search engine use; research Jobs Setting up email accounts Downloading App Safe online & avoiding scams
Session 2: CVs and LinkedIn Key ingredients of a winning CV and LinkedIn profile	Tuesday 23rd February & 2nd March 2021	Using MS word to create a CV Essential services & paying bills
Session 3: Practical IT in 2020	Tuesday 23rd March & 6th April 2021	Using computers and devices to: Watch TV, budgeting, download apps, Banking
Session 4: Applying for the right job	Tuesday 20th April & 4th May 2021	Develop your USP worksheet using MS Word CV updating in MS Word
Session 5: Using social media, apps and more advanced internet searches	Tuesday 18th May & 1st June 2021	Understanding the power and pitfalls of social media Apps and internet banking Detailed and advanced job searching
Session 6: Confidence, Motivation & preparing for interview	Tuesday 15th June & 6th July 2021	How to job search successfully Confidence, Motivation and In-work behaviours Techniques for success
Session 7: Applications & Mock interviews	Tuesday 20th July 2021	Interview preparation & Mock Interviews