



12 Week Employability Programme Structure

Week 1 / Day 1) Induction. Expectations. Boundaries. Code of Code. Introduction to PDP and action planning.	Thursday 27/11/2014
Week 2 / Day 2) Problem Solving and team building	Friday 28/11/2014

Community project discussion

Week2 / Day 1) Equality and diversity. Maslow Hierarchy of needs. Person development plan / Johari development tree??	Thursday 04/12/2014
Week 2 / Day 2) Confidence & Motivation. Personality Profiling. Understanding strengths and weaknesses. Key skills & attributes.	Friday 05/12/2014

Complete initial 1-1 reviews. Agree action plan / Targets / Community project research

Week 3 / Day 1) Basic IT skills . Creating email address. Universal jobmatch.	Thursday 11/12/2014
Week 3 / Day 2) CV's. Good practice. CV completion	Friday 12/12/2014

Week 4 / Day 1) Analysing a vacancy. Planning a telephone call. Letter writing. Placement searching. What is community(Fife)	Thursday 18/12/2014
Wee4 / Day 2) Application forms. Interview skills. Placement searching What is community(Falkirk)	Friday 19/12/2014

Week 5 / Day 1) Mock interviews . Placement Searching. Finalising community project	Thursday 08/01/2015
Week 5 / Day 2) Health and Safety / Risk Assessment presentation. Complete community project risk assessment. Placement searching.	Friday 09/01/2015

Week 6 / Day 1) Carry out community project Falkirk and Fife	Thursday 15/01/2015
Week 6 /Day 2) Carry out and complete community project in Falkirk and Fife	Friday 16/01/2015

Week 7 / Day 1) Review community project. Placement searching. Employment law session. Begin planning end of event celebration	Thursday 22/01/2015
Week 7 / Day 2) Transition into employment. Work life balance. Drug and alcohol awareness? Confirming placements	Friday 23/01/2015

Complete 2nd 1-1 reviews and progress

Week 8 / Day 1) Using Social Media. Confirming placements	Thursday 29/01/2015
Week 8 / Day 2) Finalising placements. Placement expectations. Log book completion.	Friday 30/01/2015

Week 9 / Days 1-4 Placement	02,03,04,05 02/2015
Week 9 / Day 5) Placement Review, update log books. Introduction to peer education. Plan end of event celebration	06/01/2015

Week 10 / Days 1-4 Placement	09,10,11,12 02/2015
Week 10 / Day 5 Placement review. TBC	13/02/2015

Week 11 / Days 1-4 Placement	16,17,18,19 02/2015
Week 11 / Day 5 Placement review. Finalise celebration event	20/02/2015

Week 12 / Day 1) Update CVs, final 1-1s. Next step action plans	Thursday 26/02/2015
Week 12 / Day 2) Complete final 1-1s. . Course evaluation. Celebration event	Friday 27/02/2015



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