

Personal Development Courses

Accredited through the Open College Network
Courses are offered in association with partner
organisations across East Sussex and Brighton and Hove



We offer a range
of courses such as:
Building Confidence
Job Search Skills
Career Assessment
and many more...

sussexcareers

Our personal development courses..



Building Confidence (20 hour course)

Explore your confidence levels within a safe environment. This course will help you to focus on your positive qualities and help you to become more effective at communicating with others.



Career Assessment (14 hour course)

Are you unclear about your career direction? This course can help you identify your skills, abilities and values and will help you explore your career options within a positive and supportive environment.



CV Preparation/Interview Skills (14 hour course)

The course will help you identify the most appropriate CV style for your current needs and help you to understand the secrets of a successful interview.



Exploring Self-Employment (20 hour course)

This course will help you explore and learn how to prepare yourself for all aspects of self-employment. Learn how to manage your finances and develop a business plan.



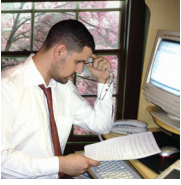
Introduction to Computing (10 or 30 hour courses)

Would you like more knowledge on how to operate a computer? If the answer is 'yes' then this is the course for you. In tutor led sessions, you will learn to explore the software most commonly used at home and at work.



Job Search Skills (14 hour course)

This course will help you to explore and practise a range of job search skills, including preparing a CV, learning interview techniques and completing application forms.



Managing Stress Successfully (14 hour course)

An element of stress in our lives can be of positive benefit but if you feel you are at risk of overload and would like some help in developing a successful stress management strategy, then this is the course for you.



Managing Time (14 hour course)

Many people spend their days feeling as though they do not have enough time and achieve very little. This course will help you to develop a realistic sense of time for work and personal activities.



Making Choices/Managing Change (14 hour course)

The idea of change in our lives can sometimes seem risky. If we learn to make informed decisions about the direction we want to follow, change can be positive. This course will help you to make choices and manage changes.



Preparation for Work (14 hour course)

This course offers a supportive and positive environment in which to learn how to communicate effectively, use positive body language and develop presentation skills for work.



Understanding Assertiveness (14 hour course)

This practical course will help you to understand the differences between assertive, aggressive and passive behaviour. You will also gain skills to help you to communicate more effectively with others.



Working with Others (20 hour course)

If you are returning to work after a career break, embarking on employment for the first time or want some fresh ideas on how to work effectively in a team then this is the course for you.

All courses are offered in small, informal and supportive groups, with experienced tutors who are there to help you to succeed. People of all ages attend the sessions, which are usually between two or three hours, and a safe and confidential environment is guaranteed.

Contact us on 01273 223063

Also available from Sussex Careers:

Parenting Toolkit - workshops to support parents with children aged 0-18;

Community Parenting - a programme of training for Community Parent Volunteers;

Introduction to Mentoring - starter course in understanding the mentoring process and how to become a practitioner.

Registered Office
47 Church Road
Hove
BN3 2BE

All personal development courses are delivered in association with Sussex Downs College through a franchise agreement. Sussex Careers Ltd Registered in England, Number: 3061115

www.sussexcareers.com

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INVESTOR IN PEOPLE

