




Course	Delivery	Provision Details	Dates and Times	
Make It Happen Focus Week	Onsite/ Face to face	<p>This course is suitable for you if you are looking to secure paid employment but are lacking in confidence and your abilities after being out of work for a while. Join this course if you want to know more about your personal skills and strengths. You will focus on your future and develop a practical career plan which is right for you.</p> <p>This is a week-long intensive course of 10 sessions (25 guided learning hours) with opportunities to meet with employers.</p> <div>  <p>Sue Womersley District Programme Leader, MAES</p> <p>"It's great to see the learners start to come out of their shells and talk about themselves with self-assurance and in such a short space of time.</p> <p>They start to develop professional, knowledgeable attitudes and often realise that they have far more to offer an employer than they thought.</p> <p>It's hard applying for work and these days it's very competitive, people who are looking for work can often feel bewildered and not sure where to start. By the end of a Focus Week they are armed, motivated and ready to go."</p> </div>	Monday - Friday 9.30am - 3pm	
			<p>Forum Learning Forum Square, Wythenshawe, M22 5RX</p> <p>The Avenue Library and Learning Centre Victoria Avenue East, Blackley, M9 6HW</p> <p>Greenheys Adult Learning Centre Upper Lloyd Street, Moss Side, M14 4HZ</p>	<p>20th - 24th September 2021 10th - 14th January 2022 21st - 25th March 2022</p> <p>8th - 12th November 2021 24th - 28th January 2022 25th - 29th April 2022 11th - 15th July 2022</p> <p>22nd-26th November 2021 7th - 11th March 2022 6th - 13th June 2022</p>

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Make It Happen New Directions	Online	<p>This course is for you, if you are looking for a career transfer. If you have lost employment and are looking to quickly secure a role within a different career, we can help you to determine where your strengths, skills and mindset are well suited. The course covers a range of employability topics including - skills reframing, resilience and adaptability, interview techniques, recruiting sector information, interpersonal communication and job networking online.</p> <p>This 3 week course is delivered through online group sessions using G Suite for Education. You will be expected to do suggested self study activities alongside the live sessions. 27 guided learning hours.</p> <div>  <p>Anisa Hasan Lecturer, MAES</p> <p>"The course encourages lots of discussion, sharing of ideas and experiences, and working together on interview and communication skills. As the learners progress through the course, there is a noticeable improvement in their personal confidence and mindset.</p> <p>With employer involvement, learners get the opportunity to network and gain an understanding of what employers are looking for. Learners have shared that this course has helped them consider new job roles and by the end of the course they feel inspired and motivated to try new things and consider opportunities they wouldn't have otherwise."</p> </div>	<p>Mon-Fri 10-12am and 1-2pm</p> <p>Course 1: 4th - 20th October 2021</p> <p>Course 2: 1st - 17th December 2021</p> <p>Course 3: 31st January- 18th February 2022</p> <p>Course 4: 9th - 27th May 2022</p> <p>Course 5: 20th June - 8th July 2021</p>

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Make It Happen Webinars	Online	<p>These termly webinars will support you to move closer to the world of work. Looking at current trends in recruitment methods, creating stand out CVs, identifying strengths, and applying resilience in job searching will ensure you can present your best self to employers and make the impact you need to secure work or progress in work.</p> <p>These 1 hour webinars will be delivered using Google Meets. You will be offered a follow up Careers Conversation.</p> <div> <p>Our Webinars are designed to support, guide and provide you with the knowledge to help you move forward. We have a great selection of topic areas ranging from "Job search and Resilience" "Interview Preparations", "Motivation Matters" and much more!</p> <p>Mumba says "Each webinar is a burst of information and encouragement that provides participants with the right knowledge and awareness to build confidence and be engaged in the process of finding and applying for the right opportunity for them."</p>  <p>Mumba Kafula Lecturer, MAES</p> </div>	<p>Choose from Mondays 7 - 8pm, Wednesdays 2 - 3pm or Fridays 10 - 11am</p> <p>w/c 27th September: Creating a CV to get noticed</p> <p>w/c 4th October: Nailing that Job Application</p> <p>w/c 11th October: Cover Letters</p> <p>w/c 18th October: Interview Preparation Part 1</p> <p>w/c 1st November: Identifying your Skills</p> <p>w/c 15th November: Building Confidence and Resilience</p> <p>w/c 29th November: Networking on Social Media</p> <p>w/c 13th December: Interview Preparation Part 2</p>

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Make It Happen CV Support Sessions	Onsite/ Face to face	<p>In this session, you will be supported to tailor your CV to a current opportunity so that your CV is professional, relevant, personable and impactful.</p> <p>This 2.25 hour session involves working at a computer to create or update a CV.</p>	Offered at different MAES centres throughout the teaching year. Please check at the MAES centre you attend.
Make It Happen Impact Days	Online Face to face	<p>This 2 day course is for those who are looking to build their confidence and resilience, and secure employment. You will also focus on applying a confident mindset and a professional attitude. You will have the opportunity to meet employers to prepare yourself for the workplace.</p> <p>Over 2 days, you will learn more about getting work ready. Topics covered include recruitment processes and emotional intelligence.</p>	<p>Tuesdays and Wednesdays</p> <p>Course 1: 16th and 17th November 2021</p> <p>Course 2: 1st and 2nd March 2022</p> <p>Course 3: 26th and 27th April 2022</p> <p>Course 4: 14th and 15th June 2022</p>

Enrolment Information

Visit our MAES Online website at <https://manadulted.org.uk/> and make an enquiry under 'Join a Course' and 'Preparation for Work' You will need to create an account so will need an email address that you use regularly.

Telephone our Abraham Moss Centre on 0161 219 6733 (during office hours) and book an appointment.

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