

Short Courses in Business Skills for 16 to 18 year olds

Business Skills Traineeship Programme

Get the skills, work experience and confidence you need to kickstart a career in Business.

Work preparation training | High-quality work placement |
Progress into employment

Course Location:

Remote blended delivery, including a mix of online coaching sessions, tutorials and supported eLearning.

Course Structure:

10-week programme

Work placement in a business setting - 4 days/week

Skills development in Business, IT, Customer Service, Employability, Maths and English
- 1 day/week



Course Content:

Employability skills	Business (vocational) skills
Self-assessment	An introduction to customer service
About me	Communication
Understanding mindset and personal qualities	Digital skills
Personal presentation	Google analytics
Teamwork	Equality, diversity and inclusion
Communication	Safeguarding
Writing a CV	What I learnt from my placement?
Interview skills	
Reflection and self-assessment	

What you will get on completion of the course?

- Free NUS Extra discount card
- Google Analytics Certification
- GP Strategies' programme certificate of achievement
- Guaranteed interview and feedback from your work placement employer at the end of the programme
- Traineeship completion bonus - £50 gift voucher
- Trainee progression to GP Strategies apprenticeship bonus - £50 gift voucher

Am I eligible?

To be eligible for this course you must:

- Be aged 16-18
- Be unemployed (or work less than 16hrs per week)
- Have the right to work in the UK
- Qualified up to Level 3 (not already hold a Level 4 qualification)
- Have a passion for a career in working within business



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Who do I contact to book onto the course or find out more?

For further information please call James Leighton
on **07786 313 355** or email **jleighton@gpstrategies.com**