

## Ability Works Programme Schedule

These are examples of workshops from our programme. All workshops are delivered in a friendly and supportive manner: there is no pressure or testing, just practical and hands-on learning in a safe environment.

The programme also includes:

- One-to-one meetings to support individual goals
- Practical projects such as gardening and woodwork to practice teamwork
- Job searching sessions
- ASDAN short courses

Discovering your career path	
Theme	Workshop
Discover your ideal career path	<input checked="" type="checkbox"/> Practice and activities to explore careers
Career vision	<input checked="" type="checkbox"/> Plan your future with support
What makes a good employee?	<input checked="" type="checkbox"/> Learn skills by doing examples

Applications and CVs	
Theme	Workshop
How to write a CV – best tips & tricks	<input checked="" type="checkbox"/> Create your own CV during the session
Mastering job applications	<input checked="" type="checkbox"/> Practice filling out real job applications
Job applications essentials	<input checked="" type="checkbox"/> Interactive guidance on applications
How to write cover letters	<input checked="" type="checkbox"/> Write a cover letter with support
Mastering the modern job search	<input checked="" type="checkbox"/> Hands-on tips and exercises for online searches

Interview skills	
Theme	Workshop
Mastering interview skills	<input checked="" type="checkbox"/> Practice interview techniques in role-play
Personal appearance and different types of interviews	<input checked="" type="checkbox"/> Learn and try different interview styles
Interview practice	<input checked="" type="checkbox"/> Mock interviews with feedback
Group interviews	<input checked="" type="checkbox"/> Practice in a safe group setting
Mock interviews	<input checked="" type="checkbox"/> Realistic interview simulations

Teamwork & personal development	
Theme	Workshop
Team building	<input checked="" type="checkbox"/> Group exercises and games
Health and wellbeing day	<input checked="" type="checkbox"/> Activities to support mental and physical health
Interactive de-escalation	<input checked="" type="checkbox"/> Practice handling difficult situations safely

Workplace readiness	
Theme	Workshop
Preparing for work	<input checked="" type="checkbox"/> Activities to understand workplace expectations
Readiness for work – self score	<input checked="" type="checkbox"/> Reflect on strengths and areas to practice
How to hold your nerve and behave on your first day	<input checked="" type="checkbox"/> Role-play and tips for first-day confidence
First days at work	<input checked="" type="checkbox"/> Practice scenarios for starting a new job
Dealing with stress at work	<input checked="" type="checkbox"/> Exercises to manage stress practically
Building confidence	<input checked="" type="checkbox"/> Interactive confidence-building activities

Career exposure	
Theme	Workshop
Sector taster – hospitality and administrative	<input checked="" type="checkbox"/> Try real tasks from different sectors
What's next?	<input checked="" type="checkbox"/> Plan next steps on your journey