

## Hand Picked Academy

The Academy will take place at CR Smith Head Office, Gardeners Street, Dunfermline, KY12 0RN, starting on **Monday 21<sup>st</sup> March 2016 at 9.30am**. This is a week-long, full time course starting each day thereafter at 9am and one day beginning at 8am; we aim to finish at 5pm/ 5.30pm each day.

The course aims to give young people a realistic understanding of what employers look for when recruiting new staff and what they need to do once they have found employment to ensure they sustain their job. We challenge the “ideals” of work and leave them with a lasting impression of what occupations they could consider moving forward. The topics covered throughout the week include:

- **Teamwork & effective communication and problem solving skills**
- **Impacts of behaviour and attitudes on business**
- **Social etiquette**
- **Competition in looking for employment**
- **Marketing & selling yourself to an employer**
- **One-day relevant work experience**
- **Interview with senior staff at CR Smith**

The course is open to 16-24yr olds who are actively seeking work (hand picked criteria). On completion they will be registered (if not already) for a hand picked job opportunity and receive ongoing support from us to apply for and secure work. We can cover travel expenses for those who need it and lunch will be provided each day.

Places are limited and those interested need to complete the attached application form to apply. If you have any questions, please drop me an email or give me a call.