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| **Week 1** |
| Monday | Bank Hols | 9.30-4.00pm |
| Tuesday | Introduction to thirteen and commence Identifying processes and procedures at work  Mindset for Work | 9.30-4.00pm |
| Wednesday | Mindset for Work | 9.30-4.00pm |
| Thursday | Understanding Your customers | 9.30-4.00pm |
| Friday | Understanding Your customers | 9.30-3.30pm |

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| **Week 2** |
| Monday | Dealing with your first days at work | 9.30-4.00pm |
| Tuesday | Equality and Diversity | 9.30-4.00pm |
| Wednesday | Business and Customer Awareness | 9.30-4.00pm |
| Thursday | Working in a team  Following instructions | 9.30-4.00pm |
| Friday | Managing your time | 9.30-4.00pm |

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| **Week 3** |
| Monday | Working with Colleagues | 9.30-4.00pm |
| Tuesday | Setting yourself targets | 9.30-4.00pm |
| Wednesday | Application Forms/job application | 9.30-4.00pm |
| Thursday | CV creation | 9.30-4.00pm |
| Friday | Cover letters | 9.30-3.30pm |

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| **Week 4** |
| Monday | Bank Hols |  |
| Tuesday | Interview Skills | 9.30-4.00pm |
| Wednesday | Interview Skills & Mock Interviews | 9.30-4.00pm |
| Thursday | Preparing for interviews | 9.30-4.00pm |
| Friday | Consolidation and Next steps | 1.30pm-2.30pm |