

Course Information Sheet 2023/24

Work & Wellbeing Non-accredited Course

Course title:	Get Ready for Work – Goal Setting & Motivation				Code: WWB427	
Tutor:	Gill Mesce					
Day & Time:	Thursday 1.30pm-3.30pm					
Start & End Dates:	Term 1		Term 2		Term 3 13/6/24 – 11/7/24	
Number of sessions:					5	
Venue:	Bury Adult Learning Centre				Room No:	
Learner numbers:	Minimum			Maximum		
	6			12		
Costs:	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
			£44.00			Free

What will I learn on this course?

Goals provide direction for both our personal and professional lives. Finding the motivation to undertake tasks and achieve those goals can be something that a lot of people struggle with. On this course you will identify something you want to achieve and establish measurable, manageable goals and timeframes that will enable you to be successful. You will be introduced to self-motivational techniques and develop the skills to enable and support your professional and personal growth and well-being.

By the end of the course I will be able to:

- Understand how setting appropriate and challenging goals can motivate you to make positive changes
- Understand your own motivational force (internal or external)
- Learn how to inspire and motivate yourself
- Identify a goal that you wish to achieve
- Build your own motivational plan to help you achieve your identified goal

Additional information

This course is free if you are on a relevant benefit and are looking for work or feel this course will help you when looking for work in the future.

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the

right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

What will I need to provide myself?

A pen and pad will be useful. Your tutor will discuss materials further at the first class.
Please check that the class is running before buying anything.

What could I do next?

From this course you could progress onto another of our Get Ready for Work courses; Confidence and Assertiveness or Building Better Resilience, or you may be interested in our Get That Job course, which will support you in searching and applying for jobs and help prepare you for job interviews.

You could also progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses. Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

Can I get extra help?

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions. Please contact Nikki Naylor on 0161 253 7287.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.