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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 teamFollowing 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 |