Course Title – Future Fit

Course Code	Venue & Contact Details	
JJ294FXC	**Venue**	*Kingsley Academy*
	Address	*Cecil Road, Hounslow, TW3 1AX*
	Phone	020 8583 6000
	Email	courses@hounslow.gov.uk
	Website	www.hace.ac.uk

COURSE DATES

LOCATION – **Kingsley Academy** (Tuesdays and Fridays 10.00 – 12.00)

5th July	10am - 12pm –	Workshops 1 and 2 (see end of this sheet for more info)
8th July	10am - 12pm –	Workshops 3 and 4
12th July	10am - 12pm –	Workshops 5 and 6
15th July	10am - 12pm –	Workshops 7 and 8

About the course

Future Fit is a professional development training course for those working or looking for work. This is a series of 8 one-hour workshops is designed to build workforce resilience through an increased understanding of the role new technology plays in employment and by introducing participants to the key skills needed to take up jobs of the future.

- A better understanding of the changing nature of work.
- Improved career planning, management /adaptability.
- Enhanced confidence and mindset about future employment.
- Increased aspirations and understanding of strengths, transferable skills and areas for development.
- Enhanced digital resilience and awareness.
- Developed core skills: adaptability, communication and problem solving.

What will I learn?

- To understand how new types of technology are impacting our working lives today.
- To be able to explain different types of automation technology in the workplace, such as Artificial Intelligence.
- To feel excited by the opportunities that new technology offers for employment.

What are the entry requirements?

- This is a course for anyone who may be currently looking for work and has an interest in how technology and automation is changing the way we work today. There are no specific requirements.

What do I need to bring with me?

- You may wish to bring a piece of paper and a pen to take notes.
- You can bring your own device if you wish but we have devices you can use in lessons.

How will my learning be assessed?

This is a non-accredited course with the intent to improve your employability skills and to benefit lifelong learning. Your tutor will give you verbal and written feedback on the short course, to support your learning. You will submit work and track your learning in Google Classroom. You will participate in group discussions and receive guidance. To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Digital applications required for our courses

We use Google Suite for Education. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email so please check your inbox and spam regularly prior to course start. This is referred to as your "hace" account.

What can I do after completing this course?

- At the end of the course your tutor can also advise you on your possible next steps.
- We offer the Essential Digital Skills Qualifications at Entry 3 and Level 1 (please call 0208 583 6000 and ask for an Initial Assessment)
- Our Skills and Employment Team are also available to support and advise – see details at the end of this information sheet.
- You can call us on 020 8583 6000 to find out about all of our courses starting in September, or you can check our visit our website: www.hace.ac.uk (click on "view courses")

What will happen if a session is cancelled?

If unforeseen circumstances would force us to cancel on short notice any face to face session may be moved to the

online classroom – you will be contacted to advise how this will happen.

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
- Email work@hounslow.gov.uk
- Visit http://www.hace.ac.uk/employment-support

FUTURE FIT WORKSHOPS:

	Purpose		Purpose
Workshop 1	• Introduction to automation • Build an understanding of how technology is developing and what it can do	Workshop 5	• Build on the key communication skills of active listening and better questioning
Workshop 2	• Reinforce understanding of automation technology. • Highlight how jobs evolve over time, and the part technology will play on evolving jobs into future. • Have participants explore how tech will support jobs	Workshop 6	• Recap on knowledge of automation technologies. • Develop presenting skills with a debate on automation. • Complete a mindset check and discuss the importance of having a growth mindset
Workshop 3	• Explore how their job may evolve, and what tangible skills are required to meet the opportunities presented by this evolution	Workshop 7	• Identifying and developing your Support Network • Understanding how to use Stay Nimble • Identifying examples for Job descriptions and practise for having an interview
Workshop 4	• Develop understanding of tech know-how and skills that may be required in the future, and ability to interpret data and do simple coding	Workshop 8	• Recap on future skills and competencies • Developing an Action Plan agenda and discuss SMART goals to reinforce outcomes from programme