

Scottish Training Foundation (STF) is a registered charity, and company limited by guarantee which provides innovative employment and learning opportunities within a framework of local and national initiatives.

The organisation is primarily involved in the delivery of training programmes to customers who are unemployed and looking for work. It has successfully secured contracts with *Jobcentre Plus* and *Scottish Enterprise* to deliver programmes across the West of Scotland.

GtW is currently delivered in Dunoon, Rothesay, Oban, Lochgilphead and Campbeltown

If you are interested in attending this course please contact your local Jobcentre or call us on the number below:

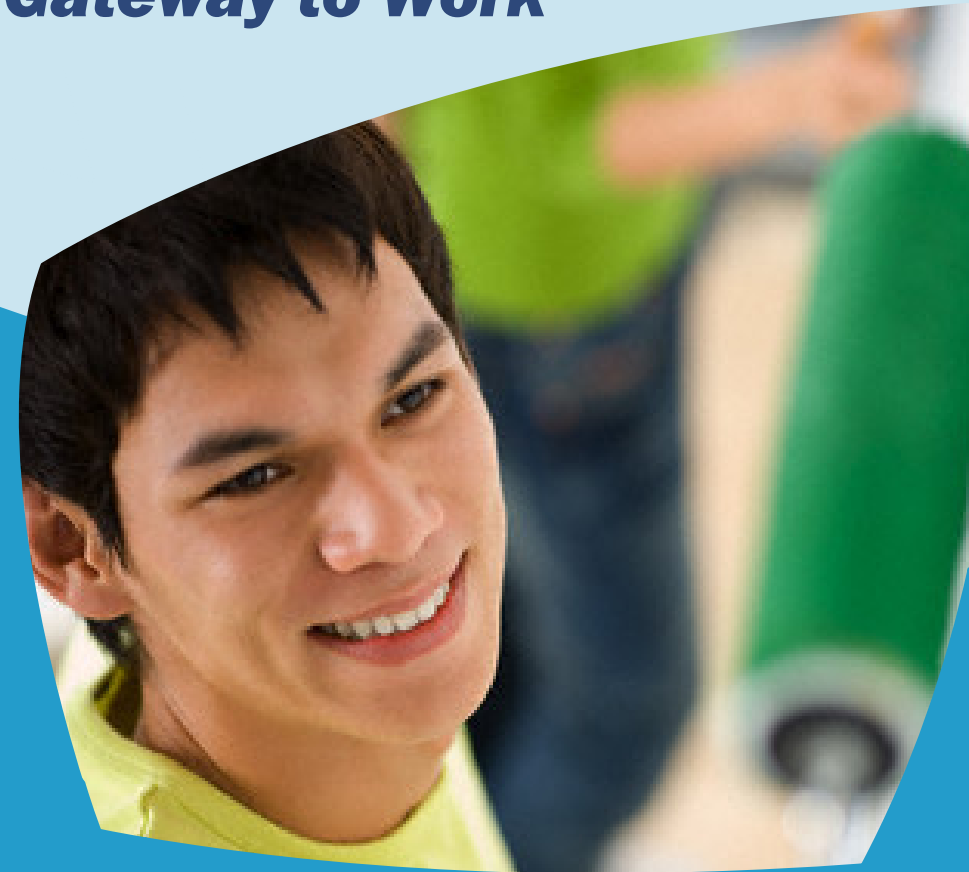
The Scottish Training Foundation
Admin Centre
0141 572 4176

www.stf2.co.uk



The Scottish Training Foundation

GtW Gateway to Work



jobcentreplus

Including Jobcentres and social security offices

- Intensive job search
- Understand what employers look for
- Help with your confidence and motivation

The Scottish Training Foundation (STF) is dedicated to helping you into work by closing the gap between employers' needs and the skills you can offer.

Gateway to Work

Are you looking to get back into work but feel you could use some help? Then Gateway to Work (GtW) is for you.

This isn't just another training programme, it really does give you the opportunity to obtain a job in a relatively short time.

How long does it last?

GtW is a two-week (Mon-Fri), full-time training programme.

What's in it for me?

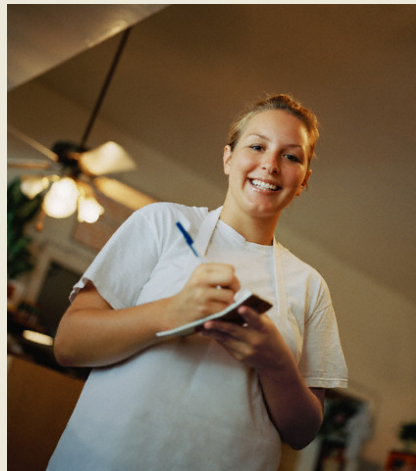
GtW will increase your confidence and motivation. It will provide you with the soft skills of communication, self presentation, time management, team working and problem solving and help you to identify other qualities that employers look for in their employees.

You'll get help with interview techniques, preparing your CV and job search. You'll have an opportunity to meet employers and hear from them what they look for in potential employees.

You'll be able to improve your customer service and IT skills, and get advice on any financial difficulties.

Where and when

GtW programmes are currently running in Dunoon, Rothesay, Oban, Lochgilphead and Campbeltown. Contact your local Jobcentre or call us on 0141 572 4176 for more information.



The World of Work

The core of GtW delivery is *The World of Work*, a recurring theme exploring the qualities, attitudes and behaviours employers look for in potential recruits.

The World of Work will help you develop your interview techniques, self presentation, social skills in the workplace, punctuality, timekeeping and time management, teamwork, problem solving and communication .

Confidence and Motivation

Through our unique six-step motivational programme you will be able to identify and overcome barriers, know your own strengths, set targets and feel better about yourself.

Additional Benefits

On the GtW programme you will get all your travel costs reimbursed. We will also provide you with lunch and refreshments.

Furthermore, you will receive everything you need to successfully look for jobs, including examples of completed application forms, examples of speculative letters, a list of Internet job search sites plus free access to the Internet, telephones, newspapers, stamps and envelopes.



We have used Scottish Training Foundation as a great method of selecting, training and recruiting individuals tailored to the needs of the company
Elaine Hampsey - ASDA Manager