



## Tandem Switch

- A free, friendly, flexible service to help customers (aged 15 – 25 years, living in Darlington) make realistic choices to increase their job opportunities
- Support for them to progress into employment, training, education, apprenticeships or voluntary work
- Help to build confidence in their strengths and abilities
- Funding for training
- Support from a mentor to help them plan and progress

On a one-to-one basis we can:

- Help customers find the 'best' job for them via a range of career guidance activities
- Help them write or update a CV and cover letters
- Help them search and apply for jobs
- Complete application forms
- Help them prepare for interviews
- Find and fund training courses

We also have a range of personal development sessions, such as:

Knowing me / knowing you (confidence building)
Do skills pay the bills? (skills and transferable skills)
Work that communication! (communication skills)
Teams work (team working and problem solving)
There's doing and there's doing things better (determination, initiative and motivation)
The 5 P's (proper planning prevents poor performance) (planning, organisation and time management)

We also deliver: Interview Skills; Managing Stress and Anxiety; Assertiveness and Boundaries; Building Self-Esteem

Accredited training delivered: Level 2 Food Hygiene, CSCS card training, Level 2 Manual Handling, Health and Safety, Level 2 Customer Service, Level 2 Business Administration, Level 2 Retail Skills, etc.

We also have links to Highfield Online Training (<https://www.highfieldelearning.com/>) and Social Care TV (<https://www.social-care.tv/>) for a wide choice of online courses too.

For more information contact us on 01325 387700.

Thank you