



TALENT DEVELOPMENT ACADEMY

GET THE SKILLS YOU NEED TO ACCELERATE YOUR CAREER.

This short course puts you on the fast track to workplace success. We'll equip you with knowledge, skills, and techniques you'll need to stand out from the crowd and become a valued member of any team.

Over three days, you'll get a practical skills package and personal support, covering everything from critical thinking to emotional intelligence, productivity boosters to communication skills, and expert interview techniques.

Expert Training. Personal Support. Real Career Opportunities.

By the end of the course, you'll have developed some impressive soft skills to help you advance in your career. Afterwards, we'll support you with your next steps, and connect you with our digital apprenticeship opportunities, helping you develop advanced technical skills and start a long-term career with an amazing local employer.

 **BALTIC**
APPRENTICESHIPS
www.balticapprenticeships.com

WHAT WILL YOU LEARN?

WHO IS THIS COURSE FOR?

This course is for people aged 19+ living in the Tees Valley Combined Authority area. If you're unemployed, in part-time or temporary work, or simply looking to start an exciting new career in digital industries, this programme offers expert training and personal support to help you reach your goals.

To start your journey, send us a quick email at: talentdevelopment@balticapprenticeships.com or call us on: **01325 731064**

VALUES & BEHAVIOURS AT WORK

This session explores professional standards and the impact company values can have on employees and clients. We'll explore wellbeing at work, personal development plans, skills and qualities, and overcoming barriers to success.

EMOTIONAL INTELLIGENCE

Emotional intelligence is a soft skill of priceless value. In this session, we'll dive into the four elements of emotional intelligence, consider why it is so important, and uncover tips on how to improve this essential skill.

ADAPTABILITY & CRITICAL THINKING

Adaptability and critical thinking are essential skills for modern professionals. In this session, we'll refine these behaviours and understand the benefits of both areas.

COMMUNICATION

Good communication creates strong teams and delivers excellent results. In this session, we'll explore communication etiquette, define good communication and understand the barriers that poor communication can create within the workplace.

PRODUCTIVITY

The secret to enhanced productivity is setting realistic goals and managing your time effectively. In this session, we'll explore both of these themes – with some conflict resolution skills thrown in there for extra impact.

INNOVATION

What is innovation, and how do you do it? We'll dive into the detail during this part of the programme, getting hands-on with some black box thinking exercises.

INTERVIEW TIPS & TECHNIQUES

In this session, we'll look at ways to successfully prepare for an interview, and share tips on how to make a fantastic first impression. We'll also practice interview questions and techniques.