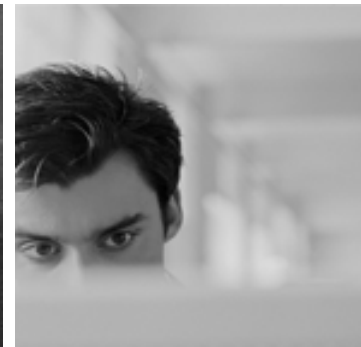




**East London Business Alliance**

## **Barriers to Employment & Opportunities for Joint Working with Employers**



**East London Business Alliance**

**Tel:** 020 7068 6960

**Fax:** 0207 068 6961



Business at the heart  
of the community

**Email:** [info@elba-1.org.uk](mailto:info@elba-1.org.uk)  
**Website:** [www.elba-1.org.uk](http://www.elba-1.org.uk)



“...in order to make inroads into reducing London’s unemployment figures, training alone would be insufficient. In addition, programmes which provide improved placement and job search services would be needed...”



**East London Business Alliance**

Jobs next door



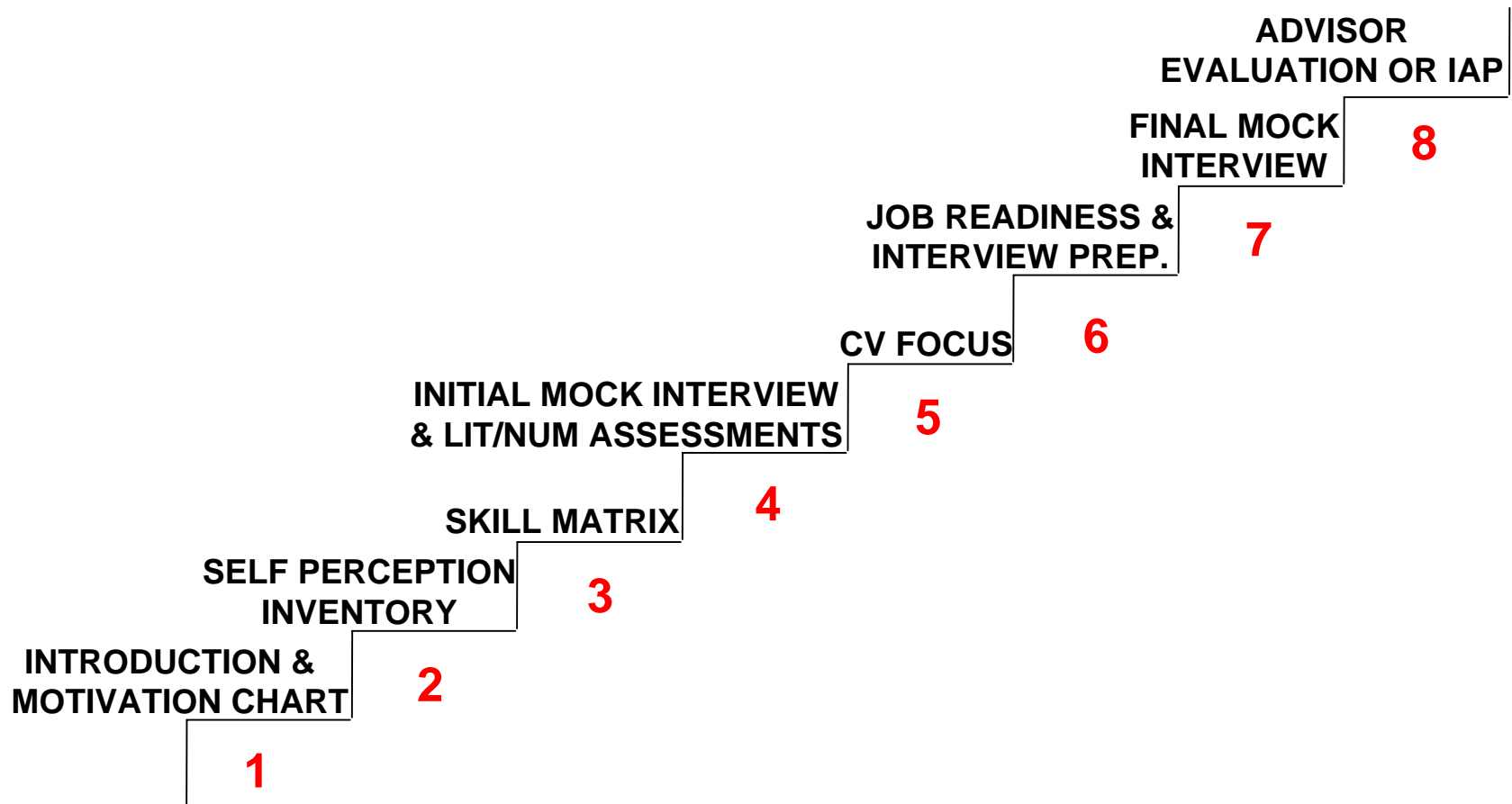
**A good practice guide for Jobseekers  
and Job Search Consultants**

## **8 STEP OVERVIEW**

Structured system for consultants and  
advisors

Guided pathway towards...  
**'ELBA JOB READINESS'**

## 8 STEP SYSTEM

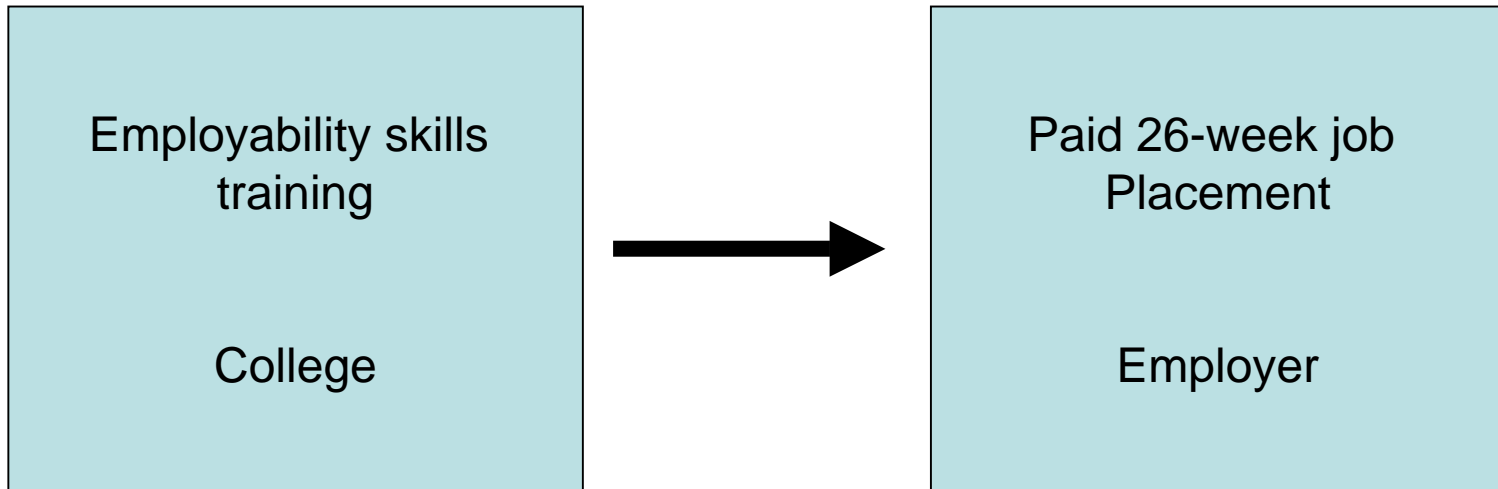




# ELBA JOB-LINK

- ELBA research
- The skills gap
- Employability skills: The skills, behaviours and attitudes sought by employers

# JOB-LINK





# THE TRAINING

## **Unit 1 - Personal Effectiveness at Work**

Setting personal goals and objectives  
Managing emotional and physical pressures of work  
How to manage money

## **Unit 2 - Developing Personal Communication Skills**

Covering letters and application forms  
Verbal written skills – telephone, email, letters, memos, minutes, agendas, listening  
Executing presentations

## **Unit 3 - Preparation for Starting Work**

Understanding sectors – public, private, voluntary  
Behaviour – attitude, appearance, time keeping, do's and don'ts', motivation  
Lifestyle – financial, social, routine, holidays, sickness  
CV preparation  
Interview techniques

## **Unit 4 - Building Positive Working**

Relationships  
Learning styles  
Giving and receiving feedback  
Team work  
Decision making  
Problem solving  
Assertiveness – positive and negative  
Conflict management  
Reconciliation

## **Unit 5 - Understanding the Working**

Environment  
Understanding the company and its business  
Functions of your manager  
Functions of the employee  
Rights, legal framework and legislation



# THE MAIN PROGRAMME

Key sectors – cleaning services, catering & hospitality, mailroom and office support services, construction & maintenance, and security

Five colleges, one from each Olympic borough will deliver trained candidates

Year 1 target – 300

Employers able to input into training



# BENEFITS TO THE CANDIDATE

- Employability and soft skills training
- Guaranteed 26 week job placement
- Foot on the employment ladder
- Employer reference
- Permanent employment opportunities



# BENEFITS TO EMPLOYER

- ELBA staff time & expertise – Job-Link team and wider team
- Planned supply of local, better qualified, entry level employees
- Peer and Client reputation
- Joint projects with ELBA members
- Networking opportunities
- Good practice guides and toolkits
- Added value to Corporate Social Responsibility
- Cost free