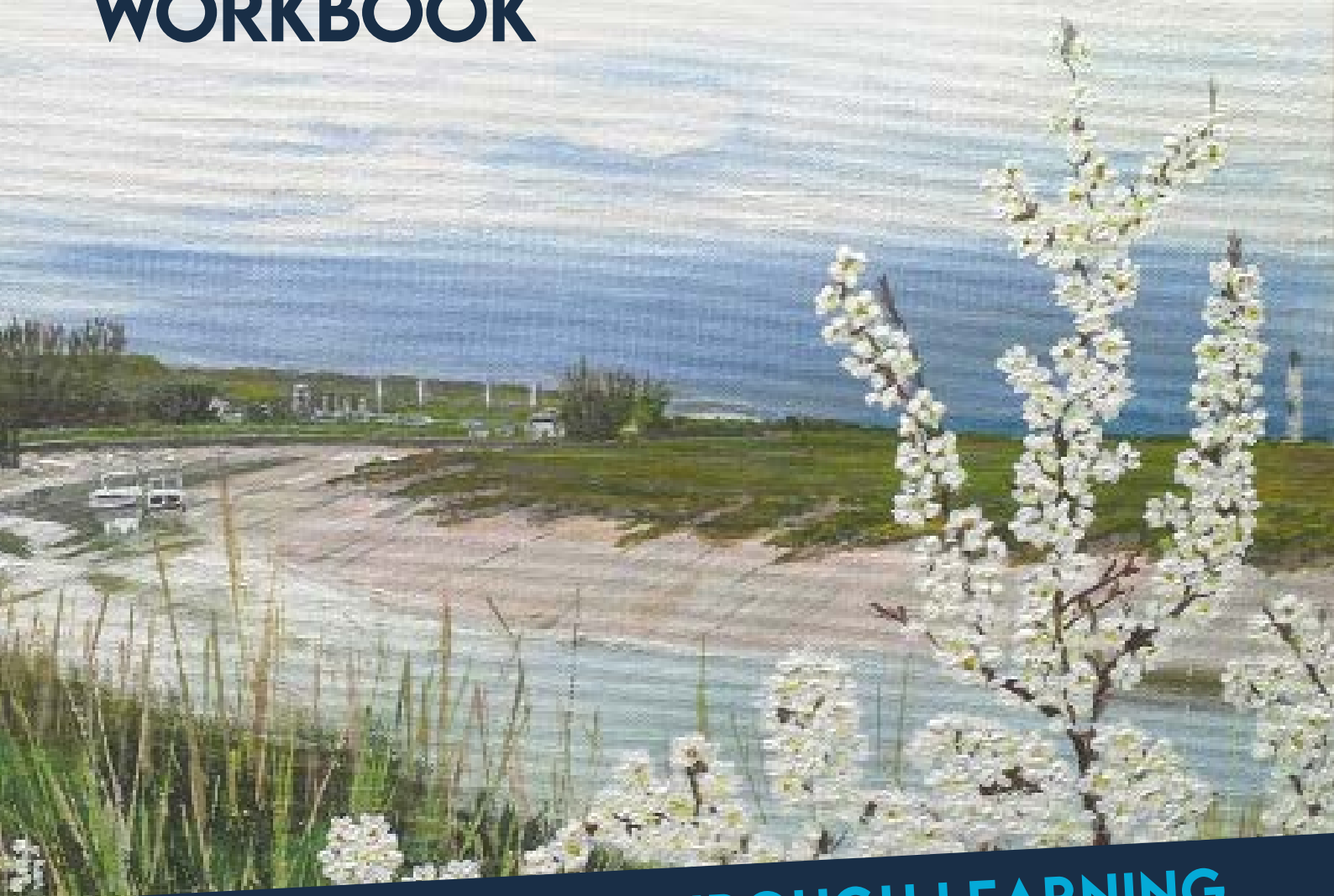




ADULT LEARNING

FREE
DIGITAL WORKBOOK

EMPLOYABILITY & WELLBEING WORKBOOK



IMPROVING LIVES THROUGH LEARNING



SPRING 2023



HELPING YOU GET BACK INTO WORK!

Finding a job can be hard and there could be a number of reasons why you feel like you aren't progressing.

It may feel like a never ending uphill battle, but don't fret, we can help you find the light at the end of the tunnel. We have included lots of resources in this workbook to help you identify where you may be going wrong and breaking down your goals so that they are achievable.

THIS IS JUST THE START...

We offer lots of free courses and workshops for you to continue improving your resilience, confidence and motivation. Our teams are also here to support you to gain qualifications, embark on apprenticeships and improve your quality of life through personal development opportunities.

Read on to find out more. For a list of upcoming courses, please turn to page 31.

Sign up to our newsletter - www.aclessex.com/newsletter

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WATCH VIDEO



Click the title or play button to watch the video, or scan the QR code.

We're here to help you achieve the goals you have set your sights on throughout your life. **ACL is not just about second chances; it's about third, fourth and fifth chances.**

As well as skills and qualifications, ACL is also about making sure that learners flourish. This means their health, wellbeing and independence, their sense of community belonging, and their confidence and belief in themselves. Lifelong learning matters to us! Whatever your ambitions for learning might be, we're here to support you on your journey.

ABOUT US

ACL Essex is the largest provider of adult education in the county. We're at the heart of our communities across Essex making a difference to residents and businesses, so everyone has the chance to make a difference for themselves, those around them, and the places that they live in.

LET'S BE SOCIAL

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- lifelong.learning@essex.gov.uk

WHY AM I NOT MOTIVATED?



Finding out what motivates you can get you started on working towards your goals and can keep you going when things get difficult.

Motivation isn't only important for productivity, it's also key to creativity, happiness and overall wellbeing. There are many things that can make it harder to stay motivated, including:

1 YOU'RE WORRIED ABOUT SOMETHING

Fear can be helpful in certain situations but it can also stop you from trying new things which might make you miss out on opportunities.

2 YOU'RE NOT STICKING TO YOUR VALUES

Your values are the things in life that are important to you, if what you are trying to do isn't something you value it will be harder for you to motivate yourself.

What Next?

Find some online editable templates on the next pages to help you to find motivation and plan out your next steps. To learn more view our range of motivational courses.

3 YOU DON'T KNOW THE NEXT STEP

Even if you have decided on your end goal if you haven't broken it down into small, clear and simple steps then it's easy to get stuck.

4 YOU'RE SETTING THE WRONG GOALS

Make sure you are setting goals about things you really care for and want to achieve, not only setting goals you feel pressured into.





BOOSTING YOUR MOTIVATION

YOUR VALUES

Have a look at the list of values and tick the ones that are most important to you – there are no right or wrong answers.

Achievement	Challenge	Happiness
Adventure	Community	Honesty
Authority	Creativity	Kindness
Balance	Curiosity	Learning
Beauty	Fairness	Popularity
Boldness	Faith	Respect
Compassion	Fun	Wealth

What Next?

Find an online editable template on the next page to help you to break down your goal. Try to think of a goal that is linked to your values to give you more motivation to achieve it.

Deciding on your values can keep you on track by helping you to make the **best decisions as well as keeping you motivated**. Even if you think you value a lot of the things listed above it can help to narrow it down to your top 5 so that you have more of a focus. You can then use this to guide the choices you make. You might also notice how you feel when you go against your values.

How could you use your top values in your day to day life?

(E.g. Volunteering for a cause that's important to you, helping out in your community, working on a creative project, learning a new skill.)

BREAKING DOWN YOUR GOAL

What is your goal?

(E.g. to earn a promotion, to learn a new skills, to increase confidence, to gain a leadership role, to feel happier.)

When would you like to achieve this by?

What steps do you need to take?

Step

Deadline

▶ Stepping Up Your Motivation

Starts: 13/05/2023

Duration: 2 weeks

Location: Online Live

▶ New Vision in Life or Career

Starts: 17/05/2023

Duration: 2 weeks

Location: Online Live

▶ What Other Job Can I Do?

Starts: 16/05/2023

Duration: 2 weeks

Location: Online Live

▶ Procrastination & Time Management

Starts: 17/06/2023

Duration: 2 weeks

Location: Online Live

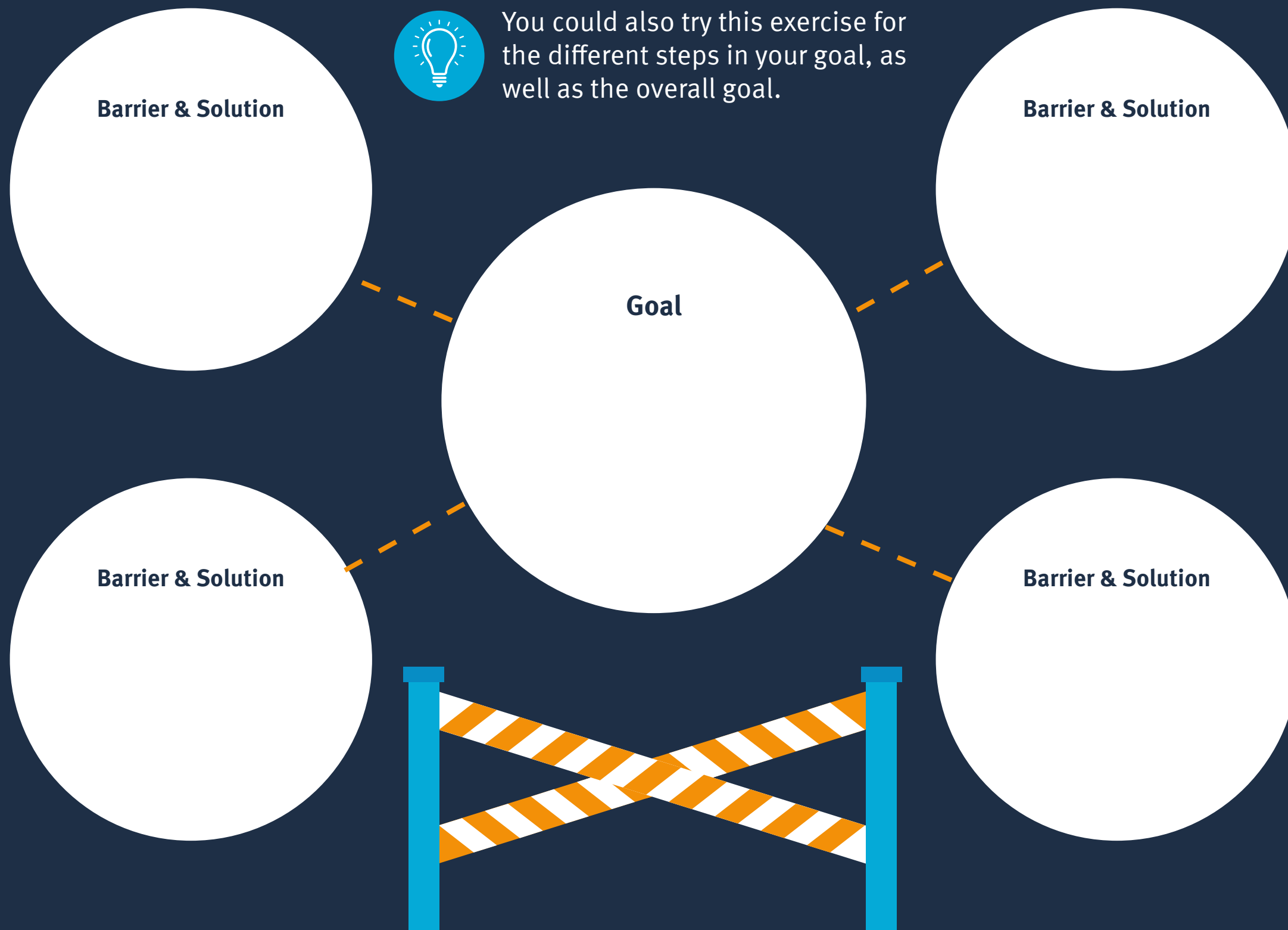


OVERCOMING BARRIERS!

Think about the **potential barriers** you might face when working towards your goal and come up with a **solution** for each. E.g. If your goal was to go for a walk everyday, a potential barrier could be bad weather and a solution could be finding somewhere to walk indoors or doing an alternative form of exercise.



You could also try this exercise for the different steps in your goal, as well as the overall goal.



Did you know...

Thinking of potential solutions ahead of time to barriers you might face when working towards your goals can make it more likely that you will stick to your goal when things get tough!

COMMON INTERVIEW QUESTIONS



Scan the QR code to view our courses.

Tell me a little bit about yourself.

How do you prioritise?

What are your strengths?

What are your weaknesses?

Why do you want to work here?

What do you know about our company?

What are your goals?

Any questions?

How would you improve our company?

It's a good idea to do a practise interview before you do the real thing, so that you can become familiar with the types of questions you might be asked and plan what you might say. You could also try writing down your answers to common questions or recording yourself answering them to listen back to.

1 TELL ME A BIT ABOUT YOURSELF

This is usually the first question interviewers ask. When answering this question focus on your skills, characteristics and successes.

2 WHY DO YOU WANT TO WORK HERE?

This is the perfect question to show to the interviewer that you have researched the company. For this question you should talk about the skills and interests which encouraged you to apply.

3 WHAT ARE YOUR STRENGTHS?

For this question you should choose three to four strengths you have that are included in the job description and talk about how you have demonstrated them.

THE STAR TECHNIQUE

The STAR technique can help you to structure your answers to interview questions and make it less likely you will leave out key pieces of information. This means talking about the **situation** you had to deal with, the **task** you had to complete, the **action** you took and the **result** that happened.

STAR =

Situation

Task

Action

Result

What Next?

Choose a practice interview question on the opposite page and fill in the boxes below, thinking about the situation, task, action and result.



Questions to practice with:

- ▶ Tell me about a time you had to show leadership skills.
- ▶ Tell me about a time you make a mistake at work.
- ▶ Give me an example of a time you had to make a decision.
- ▶ Describe a long term project that you kept on track.
- ▶ Describe a time you saw a problem and dealt with it.

Situation

Task

Action

Result

What are your weaknesses?

NOT DRESSING APPROPRIATELY

It's important to be well presented for a job interview, so make sure you choose a professional outfit and iron it before your interview. The type of company you have applied for might give you a idea of what they will be expecting you to wear.

Any questions?

CRITICISING PAST EMPLOYERS

This gives the interviewer a bad first impression and makes them wonder if you would say the same thing about them in a similar situation. Instead of talking about the mistakes of others, talk about what you did to overcome these.

NOT BEING PREPARED

Being prepared is important as it can make you feel more confident and ready to answer the interviewers questions.

To make sure you are fully prepared, you should:

- Research the company
- Re-read the job advert
- Plan your route
- Iron your clothes
- Factor in delays
- Do a mock interview

Why do you want to work here?

NOT ASKING THE INTERVIEWER ANY QUESTIONS

At the end of an interview it is usual to be asked the question: "do you have anything you want to ask us?" By not asking a question at this point it can make it seem like you are uninterested in the role. You could ask something like: "what does a typical day in this role look like?" or "what do you enjoy about working at this company?"

Tell me a little bit about yourself.

4

INTERVIEW

MISTAKES

6 WAYS TO BOOST YOUR CONFIDENCE

Many people struggle with self-confidence. Having confidence is important because it can make you feel ready to face challenges and make it more likely you will be given opportunities. It can also help you to keep trying if you don't succeed at something the first time which is an important life skill.



LEARN TO SAY NO.

People with low self confidence can often feel like they have to always say 'yes' to people, even when they would rather say 'no'. Overtime this can cause them to become angry, overloaded and depressed. It's important to put yourself first sometimes and say 'no' to some of the things you don't want to do.

CELEBRATE A WIN.

Sometimes we can focus too much on the things we can't do or the things we do wrong and this can be negative for our wellbeing. It's important to also look for the things that go well and to celebrate them to help improve your confidence.

ASK FOR HELP.

Having low self confidence can make it difficult to ask for help, you might feel you aren't worthy of help or worry about being rejected. Asking for help can improve wellbeing and happiness, make us feel more connected to others and make us feel less alone, this can help to improve confidence.

POSTIVE SELF TALK.

Using postive self talk can help you to feel more confident as well as more motivated. Instead of telling yourself all the reasons why you can't do something, try telling yourself some reasons why you can do it or why what you're doing is already enough.

LEARN A NEW SKILL.

Learning a new skill can help you to improve your confidence and feel good about yourself. This can be anything from a new hobby to a new skill at work. At ACL we have a wide range of courses you could take across many different subject areas such as qualifications, wellbeing and creative.

SET GOALS.

Setting yourself realistic short and long term goals can help you to improve your confidence. It can help you to recognise your progress and achievements and feel good about yourself. When setting goals make sure they are achievable but also have a small challenge, and don't forget to celebrate your achievements!

20 DAY CONFIDENCE

CHALLENGE

- 1 Learn a new skill or start a hobby
- 2 Celebrate a small win for the day
- 3 Do something that makes you smile
- 4 Do a task you've been putting off
- 5 Identify your top 5 values

Why take part?

Having a go at these challenges can help you improve your confidence and wellbeing. It can also teach you some new skills that might benefit you.

- 6 Do something you're good at
- 7 Take a day to relax and do nothing
- 8 Spend some time outside
- 9 Ask someone for help
- 10 Get in touch with an old friend
- 11 Write down your top 3 strengths
- 12 Practice positive self talk
- 13 Try to face a small fear or challenge
- 14 Do something nice for yourself
- 15 Talk to someone you trust
- 16 Set yourself a small goal
- 17 Try some mindfulness or yoga
- 18 Say 'no' to something you don't want to do
- 19 Accept a compliment
- 20 Do something nice for someone else

GETTING TO KNOW YOURSELF!

Feeling like you know yourself and the things you like and dislike is an important way to boost your confidence. It can also help you to remember what your values are and use them in your everyday life.



Filling in the circles on this page will help you to think about yourself more and what you value. Try to think of more than one thing for each section!

I am...

I like...

I like
painting

I am
popular

I believe...

I want
to feel
happier

I want..



WHY PEOPLE PROCRASTINATE

1 FEELING OVERWHELMED

Being overwhelmed can cause someone to procrastinate because it can cause your brain to feel overloaded. This causes a feeling of being stuck and stops you from taking the next step.

2 FEAR OF FAILING

If we don't think we can do well at a task or that we might fail, it can make starting it difficult. This can be because we worry that others will reject us if we haven't done a good job.

3 LACKING FOCUS

Sometimes we feel like we can't stay on task because there are so many distractions. This can include distractions in your mind as well as physical distractions.

Procrastination is putting off or delaying starting on a task, this can be caused by many reasons. Find out about 6 of the most common on this page.



4 UNPLESANT TASK TO DO

If the task is something we find boring, difficult or tiring it can put us off wanting to start it as we don't want to feel these negative emotions.

5 LACKING MOTIVATION

Sometimes we just don't have any motivation to complete a certain task and can't see the benefits of doing it. We might decide that the time and energy the task will take isn't worth the outcome.

6 A MEDICAL CONDITION

A medical condition could be the cause of your procrastination especially if it happens often. The most common conditions that cause procrastination are depression, OCD and ADHD.

HELP ME!

I'M STUCK

Are you struggling to get started on a task but are not sure why? Read through the list below and tick all the reasons that might be stopping you, then have a think about what you could do to help with these. For example if the room is too noisy you could put earphones in or move to a quieter area.

I am hungry or thirsty

I am tired, bored or worried

I don't have all the information I need

I don't have all the resources I need

My work area is messy

I can't seem to find the time

Other people are distracting me

My phone or tablet distracting me

The room too noisy, bright, warm or cold

The steps are too big & overwhelming

I don't know what finished looks like

I'm trying to make it 'perfect'

It's not something I find interesting

I can't see the benefits of the task

I don't think I'm capable of doing the task

What could you do to help with these?

TIPS & TRICKS FOR WHEN YOU JUST CAN'T START



FINDING THE SMALLEST POSSIBLE STEP

Breaking tasks down into small steps can make them feel less overwhelming, making it more likely you will start. Sometimes these 'small' steps can still feel like too much, that's when you need to look for the smallest possible step.

For example, say you have to type a 1000 word essay, you might think the smallest possible step is writing the first paragraph or maybe the first sentence but it's not, there are many smaller steps before you get to that. First you need to open your laptop, then you need to open a Word

document, write the title, find your notes and read the instructions.

So if writing that first paragraph seems too difficult right now just open your laptop. After that see if you can take the next smallest step (sometimes starting is the hardest part), if not give yourself permission to take a break knowing you are one small step closer to your goal!

THE 2 MINUTE RULE

This is very similar to finding the smallest possible step, except instead of doing a small task you set a time limit. Two minutes is a good option but this can be adjusted to

suit you, maybe you just want to try for 30 seconds or even 5 seconds. At the end of this ask yourself if you could continue for another two minutes (or however long you decided) and again if not give yourself full permission to stop and take a break.

PAIRING ACTIVITIES

If you are finding it hard to start because the task is boring it might help to pair it with another activity. For example, listening to music while working, putting a podcast on while washing up, having the TV on in the background while cooking or talking to a friend on the phone while tidying.

DOESN'T HAVE TO BE PERFECT

Sometimes you might not be able start a task because you're trying too hard to do it perfectly, in this situation it might help to do it badly on purpose. This can help by taking away the pressure. You can always go back and edit later!

SET A CHALLENGE

Setting yourself a challenge can help to make the task more interesting. There are many ways you could do this, for example, challenging yourself to tidy the kitchen before the kettle boils, trying to beat the number of words you wrote in 10 minutes

yesterday, seeing how many emails you can reply to before the end of your playlist or trying to spot at least 10 dogs on your walk before you get back home.

You could also decide on a reward if you complete the challenge, or complete it a certain amount of times.

BE KIND TO YOURSELF

Remember to be kind to yourself and recognise that you don't need to be productive everyday and it's okay to take a break. If it happens regularly and is affecting your wellbeing, speak to your doctor or a mental health professional.

TAKE A BREAK

WORDSEARCH

S C E H R C W N S A E D S A G
 C I N T E R V I E W M S D R O
 I P T L K R Z E N F E M I U A
 E S V U C S A I A N L O R B L
 R T N I A P E C I T I T A L S
 A S C K X T Q S L Z I I C E F
 P P D S L O I E C M E V C F R
 E T I L I B M O R I V A E I U
 R B E A P R G C N E S T S C O
 P W D T N K J C X W V E S A Y
 S N E I T I S E U L A V T T D
 J F N G Y R E G N E L L A H C
 C G N I S S E R D R I A H O I
 A B E D C O N F I D E N C E F
 B A R R I E R S Y S I R O S M

Situation

Interview

Goals

Barriers

Values

Challenge

Confidence

Prepare

Motivate

UPCOMING COURSES

▶ [Working With Your Intuition](#)

Starts: 24/04/2023

Duration: 2 weeks

Location: Online Live

▶ [Self-Leadership Introduction](#)

Starts: 03/05/2023

Duration: 2 weeks

Location: Online Live

▶ [Stepping Up Your Motivation](#)

Starts: 13/05/2023

Duration: 2 weeks

Location: Online Live

▶ [Upgrade Yourself](#)

Starts: 13/05/2023

Duration: 2 weeks

Location: Online Live

▶ [What Other Job Can I Do?](#)

Starts: 16/05/2023

Duration: 2 weeks

Location: Online Live

▶ [New Vision in Life or Career](#)

Starts: 17/05/2023

Duration: 2 weeks

Location: Online Live

▶ [Emotional Intelligence at Work](#)

Starts: 05/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Self-Acceptance And Self-Validation](#)

Starts: 06/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Assertiveness Skills for Work](#)

Starts: 07/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Procrastination & Time Management](#)

Starts: 17/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Coaching For Work & Life](#)

Starts: 19/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Elevate Your Skills](#)

Starts: 20/06/2023

Duration: 2 weeks

Location: Online Live

▶ [Assertiveness Skills For Work](#)

Starts: 01/07/2023

Duration: 2 weeks

Location: Online Live

Visit our website to view all courses: aclessex.com

HOW TO ENROL



Once you have chosen your course/s, you can either enrol on our website, by phone or by [visiting our centres](#).

1. ONLINE

Visit www.aclessex.com and create an account. You can then either search for the course title using the search box or browse our website.

Once the course has been selected, you will be asked to fill out an enrolment form (non-qualification course), or asked to enrol onto an assessment session (qualification).

2. PHONE

Call **03330 600 111** to talk to our Customer Services team. Before calling, please make a note of the course or course code where possible.

Our phone lines are currently open Monday to Friday, from 8:30am to 5pm, unless otherwise stated.

Contact us online or by email



aclessex.com/contact-us



lifelong.learning@essex.gov.uk

It is always our intention to run our courses as advertised, however if demand is low, they may be postponed or cancelled. Alternative options will be offered in these circumstances. Prices are in line with our fees and charges policy. For full information, please visit www.aclessex.com/fees-policy



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