

"Thanks to the support of staff at Jobs & Business Glasgow, I've secured a job at the New South Glasgow Hospital. My confidence is good again. I'm happy, my family is happy and we're looking forward to the future!"

Gary, Hoist Operator



**Jobs & Business
Glasgow**

Improving Skills, Promoting Enterprise



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Employability skills
for ages 20+

Find out more...

Jobs & Business Glasgow support eligible Glasgow residents, of all ages, to create CVs, prepare for interviews, complete job applications and to improve their chances of getting a job.

Our range of training courses and workshops provide the opportunity to gain new skills and qualifications, meet new people and improve confidence and self-esteem. With over twenty years' experience delivering childcare services, we can assist your return to work and training with nursery and after school care provision.

In addition, we aim to improve the Glasgow economy by supporting the city's businesses and social enterprises to build a resilient business base and to improve their sustainability. We assist residents to set up in business by helping them to create and implement business plans and encourage community and voluntary organisations to achieve their economic, social and environmental goals. We own a substantial portfolio of commercial properties and can provide accessible business accommodation for a wide range of businesses across the city. Contact us today:



Tel: 0141 274 3555



Email: contact@jbg.org.uk



Web: www.jbg.org.uk



Facebook: www.facebook.com/jbg.info



Twitter: www.twitter.com/jbg_info

Support for unemployed adults

Create CVs, prepare for interviews and gain new skills



Are you low in confidence?

You are not alone, many others feel the same. At our confidence workshops, friendly and experienced advisers will help you to challenge negative thinking, realise your potential, and create a more positive image of yourself.

Do you find reading, writing or numbers difficult?

By taking part in one of our flexible adult classes you can choose what you want to learn at a time that suits you. Take the first steps today towards improving your reading, writing or number skills.

Are you unsure how to use the computer?

Nowadays it feels like you can't do anything without using the computer. Our friendly trainers will deliver step by step guidance, at various levels, starting from beginner, to increase your IT skills and confidence.

Are you interested in training?

Employers love to see evidence of learning. We deliver accredited courses in a range of areas including food hygiene and first aid that provide you with new skills and qualifications that will look great on your CV.

Have you always wanted to be your own boss?

If you have a business idea our dedicated team of business advisers can help you to identify and realise your business potential.

Do you need help to get a job?

Finding a job can be very challenging, especially if you don't have experience, qualifications or lack confidence in your skills.

We understand the difficulties you face and want to help you to overcome them. Our friendly advisers can help you to:

- Create professional CVs
- Complete application forms
- Develop good interview techniques
- Search for jobs

We also work closely with employers across the city so you will gain direct access to their job opportunities. If you're interested in developing new skills and gaining qualifications, we deliver a range of courses and workshops, which include:

- Confidence building
- Reading, writing and numbers
- Computer skills
- First aid
- Food hygiene

We can help...

When you contact us, our friendly advisers will arrange an informal appointment, in your local office at a time that suits you. At this meeting we would like to learn more about you and your future goals. We can then work together to identify the right level of support required and training opportunities you may be interested in.

Jobs & Business Glasgow have a wide range of other services, including nursery and afterschool care to assist your return to work and training. If you are overcoming other personal difficulties such as health and wellbeing conditions, our Bridging Services can help you to build structure and routine, increase confidence and provide access to local support services. No matter what your current circumstances are, our staff are here to support you and help you to realise your potential.

Fiona's story...

Caring for two children as a lone parent, Fiona, 29, had no work experience or qualifications and was worried about her future.

She dropped into her local Jobs & Business Glasgow office, looking for help and was introduced to a friendly adviser who reassured her she was not alone and that support was available.

Fiona found out about short training courses that could help her gain new skills, improve her confidence and meet new people. In just a few months, she had improved her reading and writing, had taken part in further skills training and was excited about volunteering at future events across Glasgow. Fiona continues to work with Jobs & Business Glasgow taking the necessary steps towards achieving her dream career.

Fiona says: *"I was very worried about getting a job but Jobs & Business Glasgow are helping me. I'm now heading into a brighter future for me and my children."*



Thomas says: *"I was unemployed for so long, I never thought I would get a job. I could not be happier."*

Thomas' story...

Out of work for 10 years and with no qualifications, Thomas thought returning to work would be impossible.

Thomas met with a Jobs & Business Glasgow adviser who helped him with one-to-one support, CV creation and interview preparation. Thomas learned that his voluntary work as a gardener was valuable experience that could be included in job applications and provide references. He said: *"My adviser was excellent; she helped me to believe in myself and increased my confidence."*

With support, Thomas secured a full-time job as a Community Janitor with Glasgow Housing Association. GHA have recognised his potential and said: *"Thomas has proven that if you have the correct attitude and are willing to work hard then you are the ideal candidate for us."*

Working closely with GHA, Jobs & Business Glasgow can provide the right training and support for others, like Thomas, to access similar employment opportunities.