

positivesteps *into work*

Call us now on
0800 073 2007
and take the first step



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Moving Forward:
The Northern Way



Starts where you are
right now and walks with
you to a brighter future

Free your potential
Achieve your goals
Let us show you the way

This leaflet is designed to provide you with some basic information about what you can expect when you join the Positive Steps programme to help you into work.

What do we offer?

Our Advisers are here to help you in any way they can. Our aim is to help you return to work but we understand that there are often many 'small steps' that you need to take before you reach your goal.

Here are some of the things that we can help you with:

- ▶▶ Basic Skills Training (basic maths & English)
- ▶▶ Confidence Building
- ▶▶ IT Skills
- ▶▶ Job Tasters
- ▶▶ Further Education Courses
- ▶▶ Training
- ▶▶ Volunteering Opportunities
- ▶▶ CV Writing
- ▶▶ Interview Skills
- ▶▶ Job Search Skills
- ▶▶ Motivational Training

We can also help you to access help in other areas such as:

- ▶▶ Benefits Advice (including how your benefits may be affected if you return to work)
- ▶▶ Health Issues
- ▶▶ Housing Issues
- ▶▶ Financial Matters
- ▶▶ Drug/alcohol Issues

We will try and provide the help you need to get you back to work so if what you need isn't on the list, just ask your Adviser and we'll see if we can help. Your Adviser will try to tailor the programme to meet your individual needs.

Frequently asked Questions?

Who will I work with?

You will have a Personal Outreach Employment Adviser who will meet you where and when you choose and as often as you need. They will provide you with one-to-one support to help you to achieve your goals.

What do I need to do?

You need to be motivated to return to work as the programme is voluntary and, in return, we will offer help, guidance and support to enable you to take the necessary steps and to make progress at your own pace. All you need to do is phone us and we will make arrangements for you to have an informal chat with one of our Advisers so that they can explain the programme to you in more detail.

What will I get from the programme?

We hope that the programme will motivate and support you to achieve your goals by improving your self confidence and by giving you the 'tools' you need to be ready for work. Your Adviser will help you to overcome any barriers you may have to returning to work which may involve getting support for you from other services.

How long is the programme?

There is no minimum or maximum time for individuals to be on the programme. You can work with an Adviser at your own pace and you won't be rushed into doing something if you don't feel ready.

If I change my mind can I leave?

The programme is completely voluntary so you are free to leave at any time. However, we do ask that if you feel the programme is not for you, you discuss it with your Adviser as they may be able to help you overcome any concerns you may have.

Can you help me with equipment for work and travel costs?

Yes, you will need to speak to your Adviser about this but we can help you to buy necessary work equipment, such as work boots, and travel costs to and from work interviews.

Contact Details

Positive Steps Into Work

Economic Development
Blackpool Council
Technology Management Centre
Faraday Way
Blackpool
FY2 0JW

0800 073 2007

(Free from a land line)

My Advisors Name:

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Mobile Number:

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Email:

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First Appointment:

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