

## **Gaining New Skills**

There are many ways of gaining new skills, both formal and informal. Here are a few ideas:

### **Training Course**

Your local college might hold part-time courses in subjects of interest, and they are often free of charge for unemployed people.

### **Distance Learning**

Many courses are available to complete without attending a college or university. These may be online or through correspondence.

### **Private study**

There are many resources on the internet and in libraries, so you have access to a wide range of information. You can read articles, books, blogs and see tutorials and so on in a wide range of subjects.

### **Shadowing**

A good way of understanding a particular role is by shadowing someone already doing that job. If you have a friend or acquaintance currently working in the type of role you are interested in, ask if you can follow them for a day or a few days. Or you could approach an organisation and ask if you could shadow someone there.

### **Work Experience**

Some organisations are happy to let people have a “taster session” of some roles, so that you can experience the job without committing yourself. It also gives them an idea of your skills should you then decide to apply for a paid role.

### **Volunteering**

Volunteering for a charity often involves being trained in a variety of skills, and then having the opportunity to put them into practice.

### **Skill swap**

It may be that you have skills that others would like to learn, and vice versa. A good example is where two people want to learn how to speak the other’s language and they help each other. This could involve any type of skill or knowledge.