

Just graduated ? Kickstart Your Career



*******Change Your Life
Start or Improve*******

Course Content & landing page

Kickstart Your Career Certificate- Was £750.00 , Now £150.00

<https://cpd.oxfordce.co.uk/product/kickstart-your-career-certification/>

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Body Language Diploma - Was £99.00 , Now £45.00

<https://cpd.oxfordce.co.uk/product/body-language-certification/>

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Developing a Career Strategy Certification- Was £99.00 , Now £45.00

<https://cpd.oxfordce.co.uk/product/developing-a-career-strategy-certification/>

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Basic English Certification- Was £99.00 , Now £45.00

<https://cpd.oxfordce.co.uk/product/basic-english-certification/>

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Essential Skills for First-Time Managers - Was £99.00 , Now £45.00

<https://cpd.oxfordce.co.uk/product/essential-skills-for-first-time-managers-certification/>

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1-Kickstart Your Career Certificate

This Kickstart Your Career course gives you everything you need to know about returning to the workforce after taking time out to care for your children, or entering the workforce for the first time. At the conclusion of this course, participants have the tools they require to confidently pursue a career in the field of their choosing.

The course covers many topics related to successful integration into any working environment from the communication skills you need, to ways to comply with existing privacy legislation. We have developed this course to give students important information about how to successfully enter or re-enter the workforce.

Throughout the course, students are provided with instruction, tips and techniques for learning how to manage their time, how to work in teams and how to communicate effectively with their managers and colleagues.

The course also covers negotiation skills that are crucial for working with others and earning a fair salary for yourself.

Students of this course further learn about how to improve their personal effectiveness, manage customer relations and how to deal with stress on the job.

At the conclusion of the course, students receive a diploma, proving they have successfully completed each module.



What You Will Learn

This course was designed to give takers a total overview of what is involved in entering the workforce, regardless of experience or industry. Here's what the course covers:

- How to establish and manage priorities on the job
- What their rights are in workplace relationships and how to enforce those rights
- The specific skills involved in strengthening personal effectiveness
- The signs of stress and how to avoid burnout
- How to develop a relationship with your customers by focusing on Customer Relationship Management
- The interpersonal skills needed to handle difficult people and situations
- Tips on how to work well in, and eventually lead, workplace teams
- The main phases of negotiation and how to put those phases into practice successfully
- Important information about data protection, including how to apply legislative frameworks to your job
- How to create a CV that attracts attention, along with crucial interviewing skills



Benefits of the Course

This Kickstart Your Career course includes the following benefits:

- An affordable course that helps prepare you for entry, or re-entry, into the workplace after a period away
- A curriculum that is easy to understand, divided into 10 complete modules
- The achievement of feeling confident about your decision to return to work
- Learning new skills, such as assertive communication, negotiation and how to work in teams, which you can use in the workplace and beyond
- Learning how to effectively manage stress, both at work and in your personal life
- The ability to study from any location with an internet connection
- Learn the material at any time and at your own pace
- Lifetime access to the course – no deadlines
- Obtain a recognised certification when completing the course, which will improve your career prospects

Modules

- 1: Introduction/Time and Priority Management
- 2: Assertiveness
- 3: Improving Personal Effectiveness
- 4: Stress Management
- 5: Customer Relationship Management
- 6: Dealing with Difficult People and Situations
- 7: Working in Teams
- 8: Negotiation Skills
- 9: Data Protection in the Workplace
- 10: Job Interview & CV Writing Skills



Body Language Diploma



This extensive and comprehensive online course covering the subject of body language and non-verbal communication is a great way in which to help your employees learn more about successful communication, allowing them to professionally liaise with customers and colleagues and giving them confidence to negotiate, sell and resolve conflict in a more effective manner.

Body language is increasingly recognised as an important but often neglected form of personal and professional communication, and this course offers students a valuable insight into the field, including tips on the practical application of body language.



What's Covered in the Course?



What are the Benefits of the Course?

There are plenty of advantages that your employee and your business can expect when taking the Body Language Certification course:

- Students will learn to recognise the range of non-verbal behaviours that individuals display and how to use body language to the greatest effect, in order to sharpen their communication skills in general, for the benefit of your business;
- As the course is structured in a modular way, learners can study at their own pace and on any device that suits them; what's more, there is no time limit to completing the course;
- Learners can access the course content at any time and will have lifetime access to it;
- Upon successful completion of the course, students will gain a diploma.

- The importance of body language as part of communication in general; how it is interpreted in different cultures and how it has been interpreted throughout history;
- How to read body language through non-verbal signals, such as gestures, postures and expressions, as well as how to spot lying behaviours and negative body language in an individual and what to do if you identify such signs;
- Using body language in a professional and business capacity in the workplace and the important role that it plays, such as when interviewing candidates, negotiating deals or resolving customer issues;
- Using body language in a personal capacity and how to foster positive relationships built on honest communication.

Developing a Career Strategy Certification



Developing a Career Strategy Certification

Learning how to develop a career strategy is absolutely essential to improving your overall employability, whether you're currently working and looking to improve your position or are starting out on a new career path.

This course provides a comprehensive guide to developing the right career strategy for you, including the science of self-auditing, defining your strengths and weaknesses, and finding out what motivates you.

From how to gain a competitive edge to improve employability, to furthering your education and making the right connections, this course covers everything you need to know about every aspect of developing a successful career strategy.

You Will Learn

- How to audit yourself and establish your strengths and weaknesses
- How to define your motivations and use them to find the ideal strategy
- The science of gaining a competitive edge to improve career prospects
- How to improve your personal skill sets and education and find the right connections

Benefits of Taking This Course

- You will reach the career goals you've always dreamed of
- You will dramatically improve your employability and job prospects
- You will find the right career for your specific skills and needs
- You will improve your skill sets and connections in your chosen industry



Basic English Certification



English is a complex language for everyone, native speakers and non-native speakers alike. Understanding the building blocks of the language can be complicated unless you are able to break things down into individual elements. When it comes to learning how to read and write in English, learning more about sentence structure and verb tense can take you far.

This course gives you an overview of the basic English skills you can use to form a solid foundation. We begin by talking about sentence structure, breaking sentences down into individual parts and reviewing the details behind each one. This section also contains examples to illustrate each point. Next, we talk about elements that add more information to sentences, including objects, complements, modifiers and adverbials. Information about verb tenses along with a sample of each one follows. Finally, we include a brief discussion about formal and informal English, giving you guidelines you can use to determine when each type is appropriate.

You Will Learn:

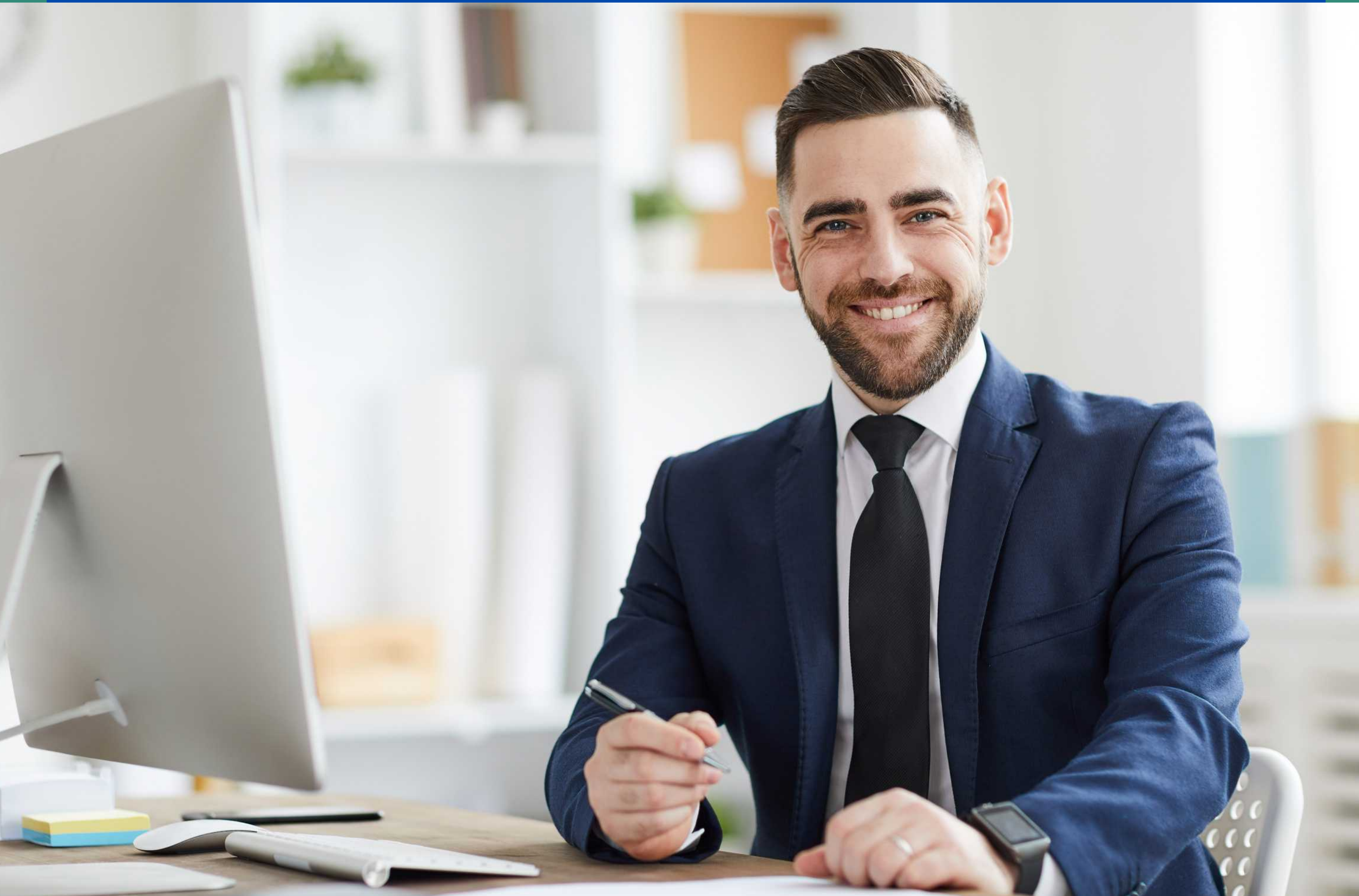
- Information about the two necessary parts of a sentence, along with the three types of each
- The difference between a direct and an indirect object
- The four different types of present tense
- The four different types of past tense and when to use each one
- The four different types of future tense

Benefits of Taking This Course

- Learn more about the building blocks of English communication
- Learn when it is appropriate to use informal language and when it is better to adapt a more formal tone
- If you are currently teaching English as a second language, learn more about the fundamentals of reading and writing in English
- If you are currently learning English, understand more about how to form grammatically correct sentences to ensure your message is understood
- If you are thinking about teaching basic English to non-native speakers, refresh your own skills by taking this course



5- Essential Skills for First-Time Managers Certification



Taking on responsibility for a team can be a huge challenge for first-time managers, and it requires certain skills and abilities that weren't previously required. As it's such a difficult transition from an individual to a leader, it's crucial that all new managers receive the necessary skills and training from the outset.

This course will be looking at the various skills that first-time managers need in order to become better leaders, create engaged, productive teams and produce great results.

You will Learn:

- How to adapt your mindset from an individual to a manager
- How to successfully delegate tasks
- How to motivate your team and encourage professional development
- How to build trust and relationships with your team
- How to lead by setting an example

Benefits of Taking this Course:

- You'll gain a better understanding of what to expect and what to do as a first-time manager
- You'll learn how to achieve your goals by guiding others through tasks
- You'll be able to manage more efficiently and create productive teams



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The Complete Kickstart Diploma

Was £1146

Now £330

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<https://cpd.oxfordce.co.uk/cpd-faqs/>



CONFIDENCE

Excellent

Current TrustScore

4.7 ★★★★★



Great

Efficient, well run centre and the staff are extremely friendly and helpful. Thoroughly recommended.
by James Dann 2 | Oct 1, 2020



Very Good

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by Christina Murray | Sep 28, 2020

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