

NCBI's Pre-Employment Training Programme (PETP)

The NCBI's PETP is a unique six-week programme, offered in-person and online, designed to prepare and empower job seekers with sight loss to gain meaningful employment.

The course is run in collaboration with NCBI's Workplace Partner Programme (WPP) and provides up to date and relevant training and information on the job market.

Learning outcomes of the PETP:

How to make SMART goals -
Specific, **M**easurable, **A**chievable, **R**ealistic, **T**imely

- ✓ Increased confidence in job-seeking techniques;
- ✓ Utilising career and job search tools;
- ✓ Awareness of assistive technology in the workplace;
- ✓ Understanding disclosure and reasonable accommodation in the workplace;
- ✓ Preparing a CV, cover letter and completing application forms;
- ✓ Tips in conducting a successful interview



Programme Overview

Week One:

- Group introductions,
- Learning agreements,
- Goal setting and finding the 'perfect' job

Week Two:

- Cover letters,
- CV Preparation,
- Job-seeking skills

Week Three:

- Technology in the workplace with NCBI Technology Specialists

Week Four:

- Disclosure,
- Reasonable accommodation,
- Vision impairment in the workplace,
- Interview preparation

Week Five:

- Interview Preparation II,
- WPP Guest Speaker

Week Six:

- WPP Mock Interviews



NCBI

**Working for People
with Sight Loss**

**Want to learn
more?**

For more information on the PETP, contact Denis via email at denis.daly@ncbi.ie or call (01) 8821905.