

smart people:
think minerva



"Minerva has quite literally changed my life. After studying with them for a little over 2 months I have gained a full secretarial diploma which has upgraded my skills to an advanced level and opened up the job market considerably.

The team at Minerva are highly skilled, positive people with unlimited patience and I loved my time there. I was made to feel comfortable and special from day one and encouraged every step of the way. My confidence levels have soared and I am applying for the sort of jobs I would never have thought possible before.

Lovely people and lovely learning environment."

JAY REDFORD

Jay Redford

Minerva People worked with Jay who lacked self confidence and belief that she could find a good job. She was not utilising her previous secretarial skills through fear of computers today.

The Challenge:

After Jay had raised 3 children on benefits her expectations of obtaining a good job were at an all time low. Her secretarial skills were outdated and she felt her choice of career options was limited to bar work and waitressing.

The Solution:

Job Centre Plus, Annan referred Jay to Minerva for consideration to be taken on a government funded programme – Training for Work. Jay was interviewed by Tricia Hunter, Director of Minerva who immediately saw the potential in Jay. As Jay's children were more grown up now was the time to consider developing her skills to enhance career opportunities. Jay had previously been a PA with excellent secretarial skills but these were outdated with computers being used in so many ways.

It was recommended that Jay undertake the full Pitman Training Secretarial Diploma which allowed Jay to develop her talents to cope with computers and other modern technology. This included being taught a variety of Microsoft applications, Audio Typing, Effective Business communications and while in the training centre learning to use laminators, photocopiers, binders and fax machines.

Jay has been a very diligent and committed trainee who worked hard for all the modules required and gained the full qualification having attended full time for 11 weeks. In the latter couple of weeks the staff at Minerva helped Jay to identify all her transferable skills to enable her to draw up a very strong CV. She was given advice and guidance on job searching skills, completing job applications online, interview techniques and developing her own self-confidence in preparation of moving into a job.

The Results:

Jay completed her Secretarial Diploma achieving many modules with Distinction. She has applied for one or two jobs, obtained two interviews and has now been offered a job as a Medical Receptionist.

Jay now believes in herself and is looking forward to commencing her new job. We wish her well for the future.