



# TIME4AI

Trading Name of Supplier	TIME4AI LTD
DUNS number	234465646
Name of Contact	Grant Basson
Email Address	<a href="mailto:me@time4ai.co.uk">me@time4ai.co.uk</a>
Telephone number	07807 058006

Programme	<b>Time4AI Programme: AI Return-to-Work Support</b>
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Description	<p>AI Return-to-Work Support is a 4-week follow-up programme designed to help participants maintain momentum after completing an employability course.</p> <p>The programme uses safe, supervised AI tools to support participants with continued job applications, interview preparation, work-readiness routines, confidence, employer communication, reasonable adjustments, first-week-at-work planning and progression into employment, education or training.</p> <p>It is designed as a light-touch sustainment and progression intervention, not a full course and not a clinical mental-health service.</p> <p>The main purpose is to prevent participants from losing confidence after the initial course and to help convert activity into real outcomes.</p>
Duration:	10 days over 2 weeks
Daily structure:	3 hours live online tutor-led support 2 hours guided self-study and AI-supported activity Total: approximately 50 hours
Target group:	<p>This programme is for participants who are not yet confidently applying for work but may be able to progress with the right support.</p> <p>Suitable participants may have:</p> <ul style="list-style-type: none"><li>▪ mild/moderate anxiety</li><li>▪ low mood</li><li>▪ low confidence</li><li>▪ long-term unemployment</li><li>▪ fear of interviews</li><li>▪ digital exclusion</li><li>▪ poor job-search skills</li><li>▪ employment gaps</li><li>▪ lack of daily routine</li><li>▪ low motivation</li><li>▪ avoidance of job-search activity</li><li>▪ fear of rejection</li><li>▪ limited belief that work is achievable</li></ul>



Main aims	<p>The programme helps participants to:</p> <ul style="list-style-type: none"><li>▪ rebuild a basic work-search routine</li><li>▪ reduce avoidance of job-search tasks</li><li>▪ improve confidence using AI and digital tools</li><li>▪ understand their strengths and transferable skills</li><li>▪ create a realistic route back to work or training</li><li>▪ practise employer communication in a safe way</li><li>▪ prepare for interviews gradually</li><li>▪ explain employment gaps positively</li><li>▪ develop a manageable weekly action plan</li><li>▪ move from inactivity to supported job-search activity</li></ul>
10-day structure	<ul style="list-style-type: none"><li>▪ Day 1: Starting safely — confidence, barriers and AI basics<ul style="list-style-type: none"><li>○ Focus: Reducing fear and creating a safe starting point.</li></ul></li><li>▪ Day 2: Breaking overwhelm into small steps<ul style="list-style-type: none"><li>○ Focus: Turning job-search anxiety into manageable actions.</li></ul></li><li>▪ Day 3: Rebuilding confidence and identifying strengths<ul style="list-style-type: none"><li>○ Focus: Helping participants see value in their own experience.</li></ul></li><li>▪ Day 4: Digital confidence and safe AI use<ul style="list-style-type: none"><li>○ Focus: Reducing digital exclusion.</li></ul></li><li>▪ Day 5: Employment gaps and confidence stories<ul style="list-style-type: none"><li>○ Focus: Helping participants explain the past without shame.</li></ul></li><li>▪ Day 6: CV from a confidence perspective<ul style="list-style-type: none"><li>○ Focus: Building a CV that restores belief.</li></ul></li><li>▪ Day 7: Job matching without overwhelm<ul style="list-style-type: none"><li>○ Focus: Finding suitable work, not random vacancies.</li></ul></li><li>▪ Day 8: Interview fear and AI rehearsal<ul style="list-style-type: none"><li>○ Focus: Reducing fear through safe practice.</li></ul></li><li>▪ Day 9: Employer communication and reasonable support<ul style="list-style-type: none"><li>○ Focus: Giving participants words when they do not know what to say.</li></ul></li><li>▪ Day 10: Progression plan and supported next step<ul style="list-style-type: none"><li>○ Focus: Moving from course activity to real-world action.</li></ul></li></ul>
Soft outcomes	<ul style="list-style-type: none"><li>▪ Improved confidence</li><li>▪ Improved digital confidence</li><li>▪ Reduced fear of interviews</li><li>▪ Reduced job-search overwhelm</li><li>▪ Improved routine</li><li>▪ Improved motivation</li><li>▪ Improved belief that work or training is possible</li><li>▪ Improved ability to explain employment gaps</li><li>▪ Improved willingness to engage with work coach or employer</li></ul>
Hard outcomes	<ul style="list-style-type: none"><li>▪ CV completed</li><li>▪ AI confidence portfolio completed</li><li>▪ job goals identified</li><li>▪ applications prepared</li><li>▪ mock interview completed</li><li>▪ employer scripts completed</li><li>▪ training options identified</li><li>▪ progression action plan completed</li><li>▪ movement into Job Application Sprint where appropriate</li></ul>