



Unemployed and looking to return to work? Email or call for an informal chat or book straight onto one of our fully government funded courses – FREE for those in receipt of benefit.

Our Skills Workshops @ Newton Abbot

IT 1: Intro to Computers 2 days	Suitable for the absolute beginner, giving you an introduction to the computer and teaching you some computer terms and actions.
IT 2: Computer Basics (2 days)	Let's get you started on the basics! Set up an email account and send an attachment, find information on the internet, solve the mystery of 'copy and paste' and learn how to use Word.
IT 3: Learn to Apply for Jobs Online 2 days	Build your confidence by gaining skills for on-line job sites, using e-mail and application forms. A great way to enhance the skills learnt on our Basic Computer Skills Workshop!
IT 4: Brush up your skills 2 days	Ideal for anyone who is ready to progress and wants to learn more about creating spreadsheets (EXCEL) or documents (WORD).
Compass - Begin Your Journey 2 Days	Don't know where to start in your search for work? This workshop helps you explore your skills and find the right career path for you.
Job Search Toolkit 2 Days	Let us help you to build a great, personalised CV using our template. Not sure what to include in a cover letter? We'll give you some bright ideas.
Interview Confidence 2 Days	Do you need help with your interview skills? We cover telephone, group and panel interviews – we'll also discuss presenting yourself in a professional way and tips for overcoming nerves!
It's My Life - Wellbeing 1 day a week for 5 weeks	This supportive group workshop will help you understand your barriers and move towards managing your physical and emotional health. You'll get tips to build your confidence and communication skills and learn how to live a healthier, happier lifestyle
Team Building Skills 1 day	This is a fabulous course to add to your CV, because every employer values staff who can work as part of a team!
Interpersonal Skills 1 day	Learn how to interact with other people in work and social settings, with confidence and assertiveness!
'Find A Job': moving on from UJM – 1 day	The new Find A Job website will replace your Universal Job Match account. Learn how to register, set up searches and move your CV and Cover letter from UJM to the new website.
Self Employment (SFEDI accredited)	If you're thinking about self-employment as an option, we offer a series of 1 day workshops to help you explore your options! Includes: Working from Home, Marketing, Business Planning (2 days), Social Media and Finance.

We also offer National Careers Service Information Advice & Guidance Sessions.
An hour of 1:1 impartial Careers information advice and guidance, including CV and Job Search advice. Please ask for more details, as places must be booked in advance.

Timetable @ Newton Abbot

Date	Course	Tutor
May		
Tuesday 1 st	Self Employment – Business Planning part 2	Emma
Wednesday 2 nd and Thursday 3 rd	IT 3 - Applying for Jobs online	Sandra
Tuesday 8 th	Self Employment - Marketing	Emma
Wednesday 9 th & Thursday 10 th	IT 4 - Brush up your skills - EXCEL	Sandra
Monday 14 th & Tuesday 15 th	Compass Course	Gill
Wednesday 16 th & Thursday 17 th	Interview Confidence	Gill
Monday 21 st	Self Employment – Social Media	Emma
Tuesday 22 nd	'Find A Job' – moving on from UJM	Gill
Wednesday 23 rd and Thursday 24 th	IT 1 – Intro to Computers	Sandra
Friday 25 th	'Find A Job' – moving on from UJM	Gill
Tuesday 29 th	Compass Course	Trisha
Wednesday 30 th and Thursday 31 st	IT 2 - Basic Computer Skills	Sandra
June		
Every Friday from 1 st – 29 th	It's My Life - Wellbeing	Gill
Monday 4 th	Self Employment – Intro / Working from home	Emma
Tuesday 5 th & Wednesday 6 th	Interview Skills	Trisha
Thursday 7 th	Team Building Skills	Trisha
Monday 11 th	Self Employment – Business Planning wk1	Emma
Wednesday 13 th & Thursday 14 th	IT 3 – Applying for Jobs Online	Sandra
Monday 18 th	Self Employment – Business planning wk2	Emma
Tuesday 19 th & Wednesday 20 th	Compass Course	Traci
Monday 25 th	Self Employment - Finance	Emma
Wednesday 27 th & Thursday 28 th	IT 4 – Brush Up your skills - WORD	Sandra
July		
Monday 2 nd	Self Employment - Marketing	Emma
Tuesday 3 rd & Wednesday 4 th	Compass Course	Trish
Thursday 5 th & Friday 6 th	Job Search Toolkit	Trish
Monday 9 th	Self Employment – Social Media	Emma
Tuesday 10 th & Wednesday 11 th	Interview Confidence	Trish
Thursday 12 th	Teambuilding Skills	Trish
Friday 13 th	Interpersonal Skills	Trish
Wednesday 18 th & Thursday 19 th	IT 1 – Intro to Computers	Sandra
Wednesday 25 th & Thursday 26 th	IT 2 – Computer Basics	Sandra

A warm welcome awaits you...

- ✓ Courses run from 9.30am – 4.00pm (unless otherwise stated - check when booking)
- ✓ Workclub is available Monday to Thursday from 10am – 3pm. You can access our computers and wi-fi for jobsearch, research, applying for jobs online etc.
- ✓ Sessions include free tea and coffee
- ✓ Small group sizes in our professional training centre
- ✓ Easy access to our town centre location