



Unemployed and looking to return to work?

Call or email 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 @ The Jan Cutting Centre

IT: 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: 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!
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!

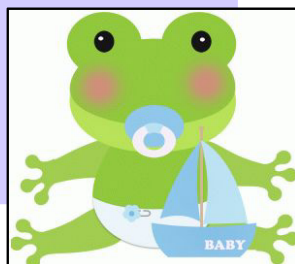
Frogs & Tadpoles

A weekly social group, empowering you to be the parent you want to be!
Every Wednesday - starts July 2018.

Meet other mums and mums-to-be, take part in fun activities and get support with the things that make a real difference to your life in a safe, supportive and non-judgmental environment.

Enjoy a friendly and relaxed vibe, with soft drinks, cakes and healthy alternatives provided.

It's all about you!



We can also offer National Careers Service Information Advice & Guidance Sessions.

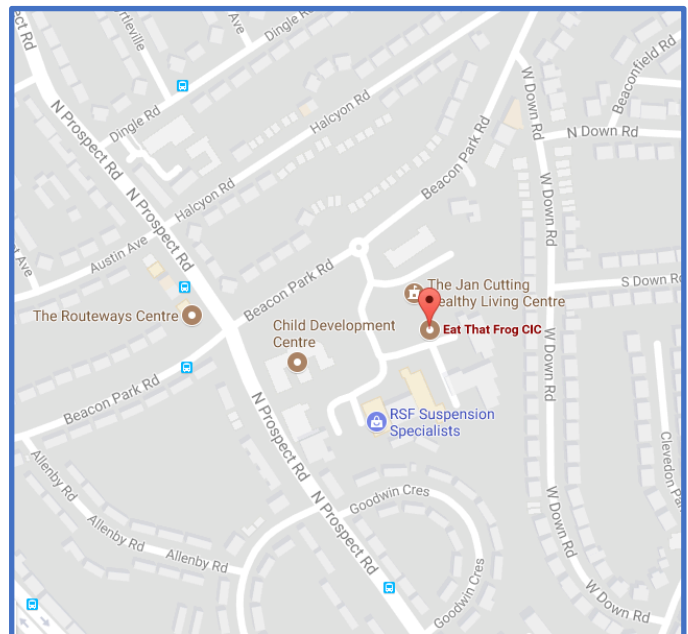
An hour of 1:1 impartial Careers information advice and guidance, including CV and Job Search advice. Please ask for more details, as places must be booked in advance.

Timetable @ The Jan Cutting Centre

Date	Course
May	
Monday 21 st & Tuesday 22 nd	Compass Course
Tuesday 29 th & Wednesday 30 th	IT - Computer Basics
June	
Monday 4 th & Tuesday 5 th	Compass Course
Monday 11 th & Tuesday 12 th	IT – Learn to Apply for Jobs Online
Monday 18 th & Tuesday 19 th	Compass Course
Monday 25 th & Tuesday 26 th	IT - Computer Basics
July	
Monday 2 nd & Tuesday 3 rd	Compass Course
Monday 9 th & Tuesday 10 th	IT – Learn to Apply for Jobs Online
Monday 16 th & Tuesday 17 th	Interview Confidence
Monday 23 rd & Tuesday 24 th	Compass Course
Monday 30 th & Tuesday 31 st	IT - Computer Basics

A warm welcome awaits you...

- ✓ Courses usually run from 9.30am – 4.00pm unless otherwise stated (please check when booking)
- ✓ During Workclub opening hours, 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
- ✓ Easy access with local bus links



Our tutors look forward to meeting you soon. Take the leap!