

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

Our Skills Workshops @ Torquay

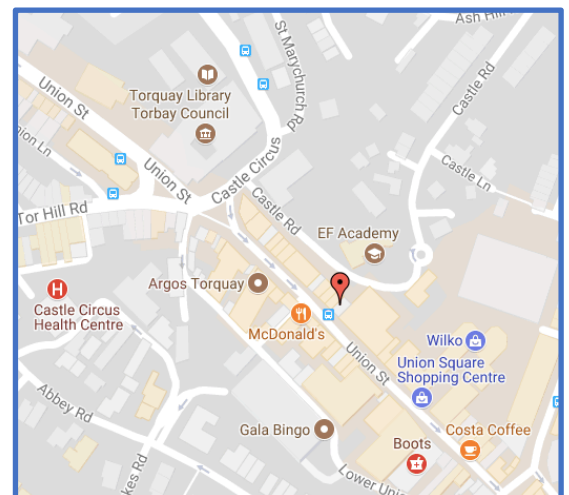
IT 1: Intro to Computers (2 days)	Suitable for the absolute beginner, giving you an introduction to the computer and teaching you some computer terms and actions.
IT 2: Computer Basics (2 days)	Let's get you started on the basics! Set up an email account and send an attachment, find information on the 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!
'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 to the new website.
Team Working 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!

Timetable @ Torquay

Date	Course	Tutor
May		
Thursday 3 rd & Friday 4 th	IT 2 – Computer Basics	Carol
Tuesday 8 th & Wednesday 9 th	Compass Course	Trisha
Thursday 10 th & Friday 11 th	Job Search Toolkit	Trisha
Wednesday 23 rd & Thursday 24 th	Compass Course	Trisha
Thursday 24 th & Friday 25 th	IT 4 – Brush Up Your Skills - WORD	Carol
Tuesday 29 th	'Find A Job' – moving on from UJM	Gill
Wednesday 30 th	'Find A Job' – moving on from UJM	Gill
Thursday 31 st & Friday 1 st June	Job Search Toolkit	Trisha
Thursday 31 st & Friday 1 st June	IT 2 – Computer Basics	Carol
June		
Thursday 7 th & Friday 8 th	IT 3 – Applying for Jobs Online	Carol
Tuesday 12 th & Wednesday 13 th	Compass Course	Trisha
Thursday 14 th & Friday 15 th	Jobsearch Toolkit	Trisha
Thursday 14 th & Friday 15 th	IT 4 – Brush Up Your Skills - EXCEL	Carol
Tuesday 19 th & Wednesday 20 th	Interview Confidence	Trisha
Thursday 21 st	Team Working Skills	Trisha
Friday 22 nd	Interpersonal Skills	Trisha
Thursday 28 th & Friday 29 th	IT 1 – Introduction to Computers	Carol
July		
Thursday 5 th & Friday 6 th	IT 2 – Basic Computer Skills	Carol
Thursday 12 th & Friday 13 th	IT 3 – Applying for Jobs Online	Carol
Tuesday 17 th & Wednesday 18 th	Compass Course	Trisha
Thursday 19 th & Friday 20 th	Job Search Toolkit	Trisha
Tuesday 24 th & Wednesday 25 th	Interview Confidence	Trisha
Thursday 26 th	Team Working Skills	Trisha
Friday 27 th	Interpersonal Skills	Trisha
Thursday 26 th & Friday 27 th	IT 4 – Brush up your skills - WORD	Carol

A warm welcome awaits you....

- ✓ Courses usually run from 9.30am – 4.00pm unless otherwise stated (please check when booking)
- ✓ Workclub is available Monday - Friday 10am - 4pm. Customers 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
- ✓ Our location is in the Town centre, near bus routes.



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