



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

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: Next Steps 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!
Frogs & Tadpoles ½ Day for 5 weeks	Give your baby a great start in life! Learn about cooking and nutrition to keep you and your baby healthy in this friendly group. Using our ingredients, donated by Morrison's Supermarket, you'll prepare tasty meals and snacks, learn how to feed your family on a budget, and get a chance to explore your personal goals.
Assertiveness & Decision Making 1 day	Learn how to interact positively with other people in work and social settings, with confidence and assertiveness.
Garden Confident ½ day a week for 5 weeks	Learn basic garden skills, while getting out and about and meeting new people in the local area: the difference between a wildflower and a weed, what tools to use in the garden, how to keep your garden looking good.
Stress Management 1 day	Discover what may be causing you stress and the benefits of using relaxation and strategies to create a plan to help you manage.

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.

Date	Course	Tutor	Venue
Tuesday 31st July & Wednesday 1 st August	Compass	Trish	Torquay
Wednesday 1 st & Thursday 2 nd August	IT 3 – Applying for Jobs Online	Sandra	Newton Abbot
Thursday 2 nd & Friday 3 rd August	IT 1 – Introduction to Computers	Carol	Torquay
Monday 6 th & Tuesday 7 th August	Compass	Trish	Newton Abbot
Tuesday 7 th August (9.30am – 1.00pm)	Frogs & Tadpoles	Ella / Tania	The Pad, Paignton
Wednesday 8 th & Thursday 9 th August	IT 4 – Next Steps Excel	Sandra	Newton Abbot
Thursday 9 th & Friday 10 th August	IT 2 – Computer Basics	Carol	Torquay
Monday 13 th & Tuesday 14 th August	Job Search Toolkit	Trish	Newton Abbot
Tuesday 14 th August (9.30am – 1.00pm)	Frogs & Tadpoles	Ella / Tania	The Pad, Paignton
Wednesday 15 th August (10am – 1pm)	Garden Confident	Tania	Parkfield, Paignton
Wednesday 15 th August	Assertiveness & Decision Making	Gill	Newton Abbot
Thursday 16 th & Friday 17 th August	Job Search Toolkit	Trish	Torquay
Tuesday 21 st August	Stress Management	Gill	Newton Abbot
Tuesday 21 st August (9.30am – 1.00pm)	Frogs & Tadpoles	Ella / Tania	The Pad, Paignton
Wednesday 22 nd and Thursday 23 rd August	Compass	TBC	The Pad, Paignton
Wednesday 22 nd & Thursday 23 rd August	IT 1 – Introduction to Computers	Sandra	Newton Abbot
Thursday 23 rd & Friday 24 th August	IT 3 – Applying for Jobs Online	Carol	Torquay
Thursday 23 rd & Friday 24 th August	Interview Confidence	Trish	Torquay
Tuesday 28 th August (9.30am – 1.00pm)	Frogs & Tadpoles	Ella / Tania	The Pad, Paignton

A warm welcome awaits you...

- ✓ Courses run from 9.30am – 4.00pm (unless otherwise stated - check when booking)
- ✓ Workclub facilities are available, where you can access our computers and wi-fi for jobsearch, research, applying for jobs online etc. Please check at individual centres for opening times.
- ✓ Sessions include free tea and coffee
- ✓ Small group sizes in our professional training centre
- ✓ Easy access to our town centre location

Our venues:

Torquay	81 Union Street, Torquay TQ1 3DG
Newton Abbot	17 Union Street, Newton Abbot TQ12 2JX
The Pad, Paignton	89 Torquay Road, Paignton TQ3 2SE
Parkfield, Paignton	Colin Road, Paignton TQ3 2NR

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