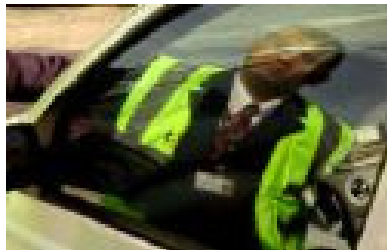


GET Job Fit for FREE



Date: Friday, 5th March 2010

Venue: Bath City Football Club, Dominion Road, Twerton, Bath, BA2 1DB.

Time: Workshops running from 9.30 – 4.30pm

You can sign up for one or more workshops:

Workshop 1 - Personal Skills Analysis

You do have the skills and experience that an employer is looking for - so find out what they are.

Workshop running from: 9.30-11.30am

Workshop 2 - Presenting yourself on Paper

Write successful CVs and applications that will get you that job interview

Workshop running from: 12.00 – 2.00pm

Workshop 3 - Presenting a Positive Image

Don't be nervous...be confident and successful at interview!

Workshop running from: 2.30 – 4.30pm

Childcare for pre-school children can be arranged, please ring Jane 01225 396192 to discuss your childcare needs.

To book yourself onto a workshop please ring Sheilagh 01225 396836

If you would like to improve your job prospects we also run a range of further FREE courses which may be of interest. Please call for details and to discuss your needs.

Computers for Work

FREE 6 week course for beginners which includes word processing, introduction to excel, email and internet. Course can be tailored to individual learner's needs, within reason.

Please ring Jane 01225 396192

Brush up your Maths

FREE 10 week course which includes budgeting, looking at various number skills which are useful for work, and tips to improve your confidence in Maths. You will also have the opportunity to work towards a national qualification in Maths if you wish.

Please ring Tricia 01225 396993

Brush up your English

FREE 10 week course which includes spelling and punctuation tips, writing letters, help on improving your reading skills and more. You will also have the opportunity to work towards a national qualification in English if you wish.

Please ring Tricia 01225 396993

Introduction to Working in Retail

Overview of working in retail industry, communication and customer care, health & safety, transferable skills, finding vacancies, applying for jobs and interview skills.

Please ring Jane 01225 396192

CSCS Cards

Do you need a CSCS card? Do you want to work on a building site? Sign up for our FREE 4 week Construction Skills Health and Safety Course.

Please ring Sheilagh 01225 396836