

# Looking for a job?

Don't know where to start?

## Need some help with:-

- Completing application forms?
- Using the Internet to look for work?
- Recognising your skills?
- Knowing which job will suit you?
- Information on a range of other courses from computing to English and Maths

For information on short courses contact Lesley on **01283 819001** or Lynda on **01530 275934**

**GoLearn!**  
LEICESTERSHIRE ADULT LEARNING SERVICE



applying for a new job?

facing redundancy?

returning to work after a gap?

looking for your first job?

skills update

# Free Courses for anyone over 19 who wants to improve their job chances

## Skills 4 Jobs

courses in North West Leicestershire  
2008/9

## Donisthorpe Woodlands

Employability Courses 2008-9

**Thursdays 10am - 12 noon**

### Effective Job Applications

3 week course Starts 30th October

### CV Writing

2 week course Starts 20th November

### Interview Skills

3 week course Starts 4th December

**2009**

### Build Your Confidence

3 week course Starts 8th January

### Stress free

3 week course Starts 29th January

### Basic Computer Skills for Jobseekers

3 week course Starts 26th February

### Looking for and Applying for Jobs Online

3 week course Starts 19th March

### Appointed Persons First Aid

3 week course Starts 23rd April

### Hazard Awareness (Health and Safety at Work)

3 week course Starts 14th May

### Food Hygiene

3 week course Starts 11th June

## Coalville Library

Employability Courses 2008-9

**Tuesdays 12.30 - 2.30pm**

### Basic Computer Skills for Jobseekers

3 week course Starts 4th November

### Looking for and Applying for Jobs On-Line

3 week course Starts 25th November

### Additional ICT workshop for those who need it

One day course 16th December

**2009**

### Appointed Person's First Aid

3 week course Starts 6th January

### Hazard Awareness (Health and Safety at Work)

3 week course Starts 27th January

### Basic Food Hygiene

3 week course Starts 24th February

### Effective Job Applications

3 week course Starts 17th March

### CV Writing

2 week course Starts 21st April

### Interview Skills

3 week course Starts 5th May

### Build Your Confidence

3 week course Starts 2nd June

### Stressfree

3 week course Starts 23rd June

if you know of a group of people  
who would like one of these courses  
run for them please call 0782 5099 314

I would like to find out more about **Skills 4 Jobs** and would like someone to contact me

If Referred:  
Referred by

Name:

Organisation:

Telephone:

Name:-----

Address:-----

Post Code:-----

Telephone:-----

E-mail:-----

Signed:-----

Return to: Adult Learning Office, Hugglescote Community Centre, Hugglescote, Leicestershire LE67 2BR