

Work and Life skills

Digital skills to get a job

Learn how to create a CV, write a cover letter, search for and apply online for jobs, bank online and budget using Excel. You need to be able to use the mouse and keyboard.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Adult Learning Centre, Netley Campus	Thu	10:00	12:00	30/04/2020	16/07/2020	Crèche

Maths Skills for Work, with ESOL Entry 2

Learn the Maths and English skills you need for work: e.g. numbers, measurement, calculation. Learn how to solve maths problems and get support with your English.

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Richard Cobden Learning Centre	Tue	13:00	15:00	28/04/2020	14/07/2020	Crèche

Maths with ESOL Entry 1 support

Everyday Maths for Entry 1 learners. Improve your Maths, learn English, know how to help your children. Entry 1 and beginner learners.

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Overcome loneliness. Digital ways of communicating

Keep in touch with friends and relatives across the country and the world. Find people with shared interests and make new friends. Learn to use Skype, Whats App, Facebook, Instagram and more.

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Adult Learning Centre, Netley Campus	Fri	13:00	15:00	01/05/2020	17/07/2020	

Prepare for the Driving Theory test

Learn the English and computer skills necessary to take the Theory Driving Test. Learn the Highway Code. You need to have an active email account.

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Adult Learning Centre, Netley Campus	Fri	10:00	12:00	01/05/2020	17/07/2020	
Kilburn Library	Thu	10:15	12:15	30/04/2020	16/07/2020	

Preparing for employment

Equip yourself with the skills needed to compete in today's job market. Learn how to write or improve your CV, search and apply for jobs online, practise your interview skills and much more.

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SHELL	Mon	10:00	12:00	20/04/2020	13/07/2020	
SHELL	Tue	10:00	12:00	21/04/2020	14/07/2020	

Tell your story - oral history project

Tell a story about yourself, your family & friends or about your community. Interview each other and learn how to record and edit voice recordings. You need to be able to use the mouse and keyboard.

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Kilburn Library	Thu	13:15	15:15	30/04/2020	16/07/2020	