

Work and Life skills

IT skills you need to get work

Learn how to create a CV, write a cover letter, search for and apply online for jobs, bank online and budget using Excel.

<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	09:30	11:30	16/01/2020	26/03/2020	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.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
Richard Cobden Learning Centre	Tue	13:00	15:00	14/01/2020	24/03/2020	

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.

<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	Wed	13:00	15:00	15/01/2020	25/03/2020	Crèche

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.

<i>Venue</i>	<i>Day</i>	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>	<i>Additional info</i>
SHELL	Mon	10:00	12:00	13/01/2020	23/03/2020	
SHELL	Tue	10:00	12:00	14/01/2020	24/03/2020	