



Venue	Chester Work Zone		
Venue Address	Chester Work Zone, The Blue Coat Building, Upper Northgate Street, Chester, Cheshire. CH1 4HG	Venue Phone Number	0151 3566714

Start Date	End Date	Course Title	Course Description	Time	Day/Duration
16/01/2018	18/01/2018	Confidence Building for Interview	This course focuses upon increasing self-esteem and confidence when preparing for interviews. This course will challenge barriers you may have and give ideas on how to plan, research and become more confident at job searching and interviews, with valuable feedback.	09:30-14:30	Tue - Thu 3 days
06/02/2018	08/02/2018	Get That Job, Keep That Job	Over 3 days we will work through steps to help you succeed on your journey into work, including barriers to finding work, your skills and qualities, tailoring you CV and covering letter, and preparation for interview. This course also covers areas such as team working, being flexible, time keeping, and personal hygiene	09:30-14:30	Tue - Thu 3 days
20/02/2018	22/02/2018	First Steps ICT Taster	This course provides you with an overview of Microsoft Office applications - Word and PowerPoint (Excel if required by the learner). The course covers the creation, amendment, printing, and emailing of documents as attachments, suitable for job applications, CV creation and amendment, or as required by an office admin role. It also acts as preparation for progression on to an Information Technology Qualification (ITQ).	09:30-14:30	Tue - Thu 3 days
06/03/2018	08/03/2018	Work Out Your Stress	This course will provide the basic skills you need to use to understand and combat stress, anxiety and depression. Identify some of your own triggers and develop strategies to manage stress while exploring relaxation techniques.	09:30-14:30	Tue - Thu 3 days

For further information and to book a place on the above courses please call 0151 3566714

Places are limited but are free for people who are 19 and over, unemployed, actively seeking work and in receipt of state benefits (ESA, JSA, WRAG or Universal Credit)





Venue **Northwich Work Zone**

Venue Address Northwich Work Zone, Northwich Station Buildings, Manchester Road, Northwich, Cheshire. CW9 5LY

Venue Phone Number

01606 288540

For further information and to book a place on the above courses please call 01606 288540

Places are limited but are free for people who are 19 and over, unemployed, actively seeking work and in receipt of state benefits (ESA, JSA, WRAG or Universal Credit)





Venue **Winsford Work Zone**

Venue Address Winsford Work Zone, The Verdin Exchange, High Street, Winsford, Cheshire. CW7 2AN

Venue Phone Number

01606 288901

Start Date	End Date	Course Title	Course Description	Time	Day/Duration
30/01/2018	01/02/2018	First Steps ICT Taster	This course provides you with an overview of Microsoft Office applications - Word and PowerPoint (Excel if required by the learner). The course covers the creation, amendment, printing, and emailing of documents as attachments, suitable for job applications, CV creation and amendment, or as required by an office admin role. It also acts as preparation for progression on to an Information Technology Qualification (ITQ).	09:30-14:30	Tue - Thu 3 days
13/02/2018	15/02/2018	Get That Job, Keep That Job	Over 3 days we will work through steps to help you succeed on your journey into work, including barriers to finding work, your skills and qualities, tailoring you CV and covering letter, and preparation for interview. This course also covers areas such as team working, being flexible, time keeping, and personal hygiene	09:30-14:30	Tue - Thu 3 days
20/02/2018	22/02/2018	Confidence Building for Interview	This course focuses upon increasing self-esteem and confidence when preparing for interviews. This course will challenge barriers you may have and give ideas on how to plan, research and become more confident at job searching and interviews, with valuable feedback.	09:30-14:30	Tue - Thu 3 days
13/03/2018	15/03/2018	Work Out Your Stress	This course will provide the basic skills you need to use to understand and combat stress, anxiety and depression. Identify some of your own triggers and develop strategies to manage stress while exploring relaxation techniques.	09:30-14:30	Tue - Thu 3 days

For further information and to book a place on the above courses please call 01606 288901

Places are limited but are free for people who are 19 and over, unemployed, actively seeking work and in receipt of state benefits (ESA, JSA, WRAG or Universal Credit)

