



2018- 19 COURSES

BEDFORD

All courses are **FREE** to eligible participants. To take part please contact the NOAH Academy on:
01234 581108 | academy@noahenterprise.org

IT FOR WORK AND LIFE

Work 'from scratch' to learn the basics of how to use a computer with this course for complete beginners

Course content: Creating a document/ CV, email, web browsers, attaching documents, online storage, use of Universal Job Match.

Sessions run on a Monday and Thursday from 13:00 - 16:00 at Bedford CVS, 43

Bromham Road MK40 2AA. Courses Start on: 06/08/18, 10/09/18, 08/10/18, 19/11/18, 14/01/18, 11/02/18, 11/03/18



ESOL FOR WORK

Learn English and prepare for the workplace with this specialist 'English for Speakers of Other Languages' course, which focusses on helping you to find a job

This course includes: Combined English language and employability classes, help to understand the UK jobs market and input from local employers. Sessions run on a Wednesday, Thursday and Friday at Bedford CVS 43 Bromham Road MK40 2AA. Courses Start on: 19/09/18, 10/10/18, 28/11/18,



CREATIVE CONFIDENCE FOR WORK AND LIFE

Learn basic art and craft techniques, unlock your creativity and meet new people through a series of one session projects

Example projects: Glass painting, book binding, upcycling, jewellery making, paper craft. Sessions run on Mondays 13:00—16:00 at Bedford CVS, 43 Bromham Road MK40 2AA. Courses Start on: 18/02/18



Moving Towards Work

Develop confidence and overcome your barriers to plot a new route into employment. A course to help you overcome significant obstacles as a preparation for returning to work

Course content: Practical techniques to improve wellbeing, exploration of personal strengths and talents, Creating SMART goals, creating a CV, self confidence and self belief workshops, exploration of routes to employment. Sessions run on Tuesdays and Thursdays 09:30—12:30 at Bedford CVS 43 Bromham Road MK40 2AA

Course start on: 11/09/2018, 06/11/18, 15/01/19, 26/02/19, 30/04/18, 11/06/18

Progressing into Work

Employability support and employability skills training to help you to find a job after a period of unemployment

Course content: Create or update a CV, interview practice with local employers, interview skills, action planning and goal setting, support to overcome obstacles, confidence building sessions. Sessions run on Mondays and Thursdays 09:30—12:30 at Bedford CVS 43 Bromham Road MK40 2AA

Course start on: 10/09/2018, 05/11/18, 14/01/19, 25/02/19, 29/04/19



Central Bedfordshire Council
and Bedford Borough Council
working together

