



# 2018- 19 COURSES

## DUNSTABLE & LEIGHTON BUZZARD

All courses are **FREE** to eligible participants. To take part please get in touch:

**01582 726152 | [academy@noahenterprise.org](mailto:academy@noahenterprise.org)**

## IT FOR WORK AND LIFE

This course starts completely 'from scratch', and teaches simple steps to help learners to use IT effectively to support them either in their personal lives or in their search for work.

*This course covers:*

*Creating a document/ CV, email, the internet/ search engines, uploading and attaching documents, use of Google Drive and Universal Job Match*

**DUNSTABLE:** Sessions run on Tuesdays and Fridays 09:30 - 12:30 for four weeks.

**New classes will begin on:** 7/8/18, 18/9/18, 30/10/18, 27/11/18, 15/1/19

**Venue:** Grove Theatre, Grove Park, Court Drive, Dunstable, LU5 4GP

**LEIGHTON BUZZARD:** Sessions run on Wednesdays and Fridays, 13:00 - 16:00.

**New classes will begin on:** 26/9/18, 16/1/19, 20/2/19, 26/4/19, 5/6/19

**Venue:** Leighton Buzzard Library, Lake Street, Leighton Buzzard LU7 1RX.



## CREATIVE CONFIDENCE FOR WORK AND LIFE

An introduction to art and craft through a series of one session projects. The programme is designed to support learners to grow through learning new skills, developing their creativity and meeting new people.

*Example art and craft projects: Glass painting, book binding, upcycling, jewellery making, paper craft.*

**Sessions run on Tuesdays for five weeks 13:00 – 16:00. New courses will start on:** 18/09/18, 26/2/19 **Venue:** Grove Theatre, Grove Park, Court Drive, Dunstable, LU5 4GP.



## 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.

*This course covers:* 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 Thursdays and Fridays with a choice of morning or afternoon sessions available.**

**New classes will start on:** 13/09/2018 and 01/11/2018

**Venue:** Grove Corner Youth and Community Centre, 76A High St North, Dunstable LU6 1LE.



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