



Employment & Learning Support Drop-In

E Learning Sessions 10am-12 every other Wednesday.

Starting on Wednesday 8th May

session on the following dates:

8th and 22nd May

5th, 12th and 26th June

10th and 24th July

Free online courses for anyone to access, and use of laptops and support from a tutor to complete the courses. There is a wide range of over 20 different courses from Manual Handling and Interview Skills, to Food Allergy Awareness and Time Management.

The full list of courses available can be found here:

An Overview of COSHH

Climbing the Career Ladder

Communication in the Workplace

Completing Application Forms

Confidence and Self Esteem

Customer Excellence for Frontline Staff

Effective Job Search

First Aid and the Primary Survey

Food Allergy Awareness

Health and Safety in Health and Social Care Settings

Health and Safety in the Workplace

Interview Skills

Managing Stress and Pressure

Managing your Professional Digital Profile

Manual Handling

Preparing for Work

Time Management

Understanding the Principles of Customer Service

Writing and Effective CV

The Essentials of GDPR

L2 Food Safety and Hygiene

Microsoft 2013 and new versions of access Word Excel Powerpoint and Outlook