

Ellesmere Port Work Zone

Courses for Adults

January 2023



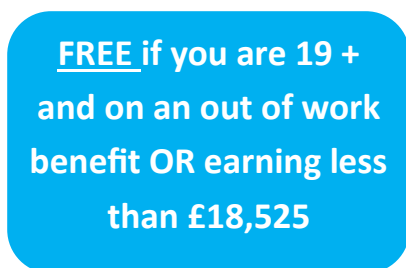
IT Digital Skills

Course	Duration	Day	Time
Computing for Beginners	Ongoing	Friday	09:30 –10:45 10:45-12:00
Entry Level 3 and Level 1 Essential Digital Skills for Work	Ongoing	Wednesday	09:30-11:30 12:30-14:30
Level 1 and 2 IT unit (Word & Excel)	Ongoing	Thursday	09:30—12.00 13:00-15:30



Sector Specific Courses

L1 Award Customer Service	12/01/23- 13/01/23	Thurs-Fri	09:30—14:30
E3 Award Health & Wellbeing	17/01/23 — 20/01/23	Tues—Fri	09:30—14:30
E3 Award Communication & Interview Skills	26/01/23— 27/01/23	Thurs-Fri	09:30—14:30
FLT Counterbalance & Reach	Ongoing	Mon—Fri	08:30—16:00



Drop in Services

Supported Job Service	Ongoing	Monday	10:00—12:00
One to One CV Support	Ongoing	Monday	13:00-15:00



Tailored 1-2-1 Mentoring support

Ellesmere Port Work Zone

The Portal
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BOOK NOW — 07990532869

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