

**WORK IN PROGRESS**

# TAKE YOUR FIRST STEPS

**BACK TO WORK OR STUDY**

Need help getting started?  
We can provide you with essential  
training to equip you with the  
skills employers are looking for!

Come along to our **FREE**  
workshops to help you  
find the way forward.



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foundation

ideas • inspiration • action



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## **WORKSHOPS:**

**Workshop 1: Monday 7th March 2016**

- **Building your confidence and identifying your skills**

**Workshop 2: Thursday 10th March 2016**

- **Refresh your CV and how to use covering letters**

**Workshop 3: Monday 14th March 2016**

- **Interview techniques**

**Workshop 4: Thursday 17th March 2016**

- **Benefits of Volunteering and getting ready for your first day at work**

**Workshop 5: Monday 21st March 2016**

- **Getting the most from your money –tips to make your money go further**



## **WHEN:**



**Workshops run from 10.00am until 12 noon**



## **WHERE:**

**Job Centre Plus Office, 88 Grosvenor Road,  
Tunbridge Wells, Kent TN1 2AX**

**To join this course or for more information  
contact Dawn Grant on **07736 946333****

