

# ADULT TRAINING NETWORK

## FREE\* COURSES FOR ADULT LEARNERS IN ESOL DIGITAL SKILLS (IT) SKILLS FOR WORK

\*Eligibility subject to status

### ESOL

- Our courses in ESOL will enable learners to apply the skills of reading, writing, speaking and listening in both their personal and working lives.
- Leading to a Qualification and/or a job as the next step.

### Digital Skills (IT)

- Digital Skills (IT) sessions for learners who have limited experience with computers.
- Learning a variety of Digital skills such as using Zoom, uploading CVs, using social media (Facebook, Instagram, Youtube, etc.), safe internet browsing, downloading apps and using emails.
- How to stay safe online and when using your mobile phone.

### Skills for Work

- Creation of a CV
- Preparing for and performing well at interview
- Searching for a job online
- Introduction to retail, customer service and business admin roles

*For more information:*

Email: [tatiana@adult-training.org.uk](mailto:tatiana@adult-training.org.uk)

Tel: 07947330575, 07908115281

Venue: Stevenage

web: [www.adult-training.org.uk](http://www.adult-training.org.uk)

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