



“ FRESH START ”
(Confidence Building & Jobsearch Skills Course)

This FREE course for women is designed to help you make decisions about your job and training needs and help you to build your self-confidence. There will be the chance to meet and talk with other women in similar circumstances in a relaxed and friendly atmosphere. You will have the opportunity to gain a OCN Oxford and Chiltern Region Certificate at the end of the course.

Topics will include:

- assessment of skills and interests
- introduction to confidence building and assertiveness
- local jobs and training information
- jobsearch skills such as:
 - writing application letters
 - producing a CV
 - filling in application forms
 - interview skills
- visits from guest speakers from Milton Keynes College
- use of “Adult Directions” computer package to help you identify possible areas of training and employment that would suit you.

This course is held over 12 days. The course starts at 9.30 am and finishes at 2.30 pm so are within school hours. There will be breaks for drinks and lunch during this time. A FREE creche is provided and travel expenses are met.

To register for a place on this course or any other course run by Women & Work, please call into one of our Advice and Guidance Drop In centres at the following times and locations:

Mondays: 9.30am – 12noon
Acorn House, 365 Midsummer Boulevard
Central Milton Keynes.
MK9 3HP

Thursday: 9.30am – 12noon
Living Archive, The Old Bath House,
Wolverton.
Milton Keynes

For general enquires please call between 9am – 4pm on 01908 200186 or 01908 200676.
Fax: 01908 236872 email: info@womenandwork.co.uk

