

Preparing for work & personal development



Employability Skills

Are you looking to get a job? Do you need help to prepare a CV or develop your interview skills and techniques? Would you like handy hints and advice about how to prepare yourself for your dream job? Then sign up to one of our employability skills programmes which

includes; CV Workshop, Take 3 Days (for parents) and Boost Your Interview Skills.

Preparing to Work

We also offer tailored programmes to help you prepare for jobs in a range of different vocational areas including; Administration, Care and Catering.

Employment Support

Level	Start date	End date	Day	Time	Venue
All Levels	5/5/17	14/7/17	Fri	1.30-4.30pm	First Steps
All Levels	8/5/17	17/7/17	Mon	9.30am-12.30pm	First Steps

CV Workshop

Level	Start date	End date	Day	Time	Venue
All Levels	10/5/17	5/7/17	Wed	9.30am-12.30pm	First Steps

Information, Advice & Guidance (IAG) (By Appointment only - Contact venue to book)

Level	Start date	End date	Day	Time	Venue
All Levels	4/5/17	13/7/17	Thu	10am-1pm	Arsenal
All Levels	8/5/17	17/7/17	Mon	1.30-4.30pm	3 Corners



ISLINGTON

Preparing for Work & Personal Development

Basic Food Hygiene L1 (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	5/5/17	26/5/17	Fri	9.30am-12.30pm	First Steps
L1	22/6/17	13/7/17	Thu	1-3.30pm	Highgate JCP

Boost Your Interview Skills

Level	Start date	End date	Day	Time	Venue
All Levels	16/6/17	7/7/17	Fri	9.30am-12.30pm	First Steps

Employability Skills: Introduction to Sewing

Level	Start date	End date	Day	Time	Venue
E3	5/5/17	30/6/17	Fri	6-8.30pm	Arachne

Employability Skills: Introduction to Sign Language

Level	Start date	End date	Day	Time	Venue
E3	8/5/17	3/7/17	Mon	6-8.30pm	Arachne

Food Safety Awareness (ESA, JSA or Universal Credit Claimants Only)

Level	Start date	End date	Day	Time	Venue
L1	7/6/17	7/6/17	Wed	10am-2pm	Wellbeing Service

Food Safety in Catering (ESA, JSA or Universal Credit Claimants Only)

Level	Start date	End date	Day	Time	Venue
L2	21/6/17	21/6/17	Wed	10am-5pm	Wellbeing Service
L2	5/7/17	5/7/17	Wed	10am-5pm	Wellbeing Service

Healthy Heart

Level	Start date	End date	Day	Time	Venue
All Levels	29/6/17	29/6/17	Thu	10am-1pm	Wellbeing Service

Intro to Working in Care (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	4/5/17	13/7/17	Thu	9.30am-12.30pm	Highgate JCP

Intro to Working in Hospitality & Catering (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	10/5/17	19/7/17	Wed	9.30am-12.30pm	First Steps

Intro to Working in Admin (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	2/5/17	11/7/17	Tue	9.30am-12.30pm	ICSC

Job Seeking Skills (Accredited)

Level	Start date	End date	Day	Time	Venue
L1	27/4/17	6/7/17	Thu	10am-1pm	Arachne

Take 3 Days - Get the Confidence to Work (with creche for parents with children under 5 only)

Level	Start date	End date	Day	Time	Venue
All Levels	8/6/17	22/6/17	Thu	9.30am-3pm	Conewood CC

Walking for Fitness

Level	Start date	End date	Day	Time	Venue
E3	9/6/17	7/7/17	Fri	10am-1pm	Arachne

An Introduction to Early Years Education and Care - CACHE L2

Starting September 2017- July 2018

Assessment Session - Wed 24 May 2017, 1-3pm

Margaret McMillan Childrens Centre, Hornsey Rise, London N19 3SF

For more information contact: 020 7527 4923 or 07825 098 158

Preparing for Work & Personal Development

Venues

3Corners	Northampton Road, EC1R 0HU	Tel: 020 7527 5083
Arachne	534A Windsor Road, N7 6JP	Tel: 020 7263 6261
Arsenal	The Arsenal Hub, 56 Benwell Road, N7 7BA	Tel: 020 7704 4500
Conewood Street Children's Centre	14 Conewood Street, Highbury, London N5 1DL	Tel: 020 7527 4440
First Steps	Islington Central Library, (Holloway Road Entrance) 2 Fieldway Crescent, N5 1PF	Tel: 020 7527 7002
Highgate JCP	1 Elthorne Road N19 4AL	Tel: 020 7527 5792
Islington Computer Skills Centre (ICSC)	Finsbury Library, 245 St John Street, EC1V 4NB	Tel: 020 7527 7002
Wellbeing Service (WBS) (formerly Community Kitchen Project)	Manor Gardens, N7 6LA	Tel: 020 7561 5281

“... able to apply things I've learned to real life situations”
Boost Your Confidence

“It has provided me with a bunch of different possibilities to improve my professional world”
CV Workshop

Courses and services are for Islington residents or those with children at an Islington school. You must be 19+ and on a low wage or receiving benefits to be eligible for our free courses. Please bring proof of identity and proof of receipts of benefit with you on the day.