



Derby City Council

# Derby Adult Learning Service

Learning Opportunities for Adults

# JOB SUPPORT TIMETABLE

**JULY**

**3**  
JULY

## **JOB READINESS (3 WEEKS)**

**FRIDAYS | 10AM-12PM | ALLEN PARK CENTRE**

This course aims to improve your confidence & resilience, by learning how to identify your own skills and match to appropriate jobs/volunteering opportunities. You will learn about effective job searching, application processes, employer/workplace expectations to prepare for your next steps. You should be at least Entry 3 in ESOL/English to participate.

**10**  
JULY

## **EMPLOYMENT SKILLS: DIGITAL SKILLS FOR EMPLOYABILITY (2 WEEKS)**

**FRIDAYS | 1PM-3PM | ALLEN PARK CENTRE**

This course will improve your digital skills for employability by creating a CV in Word, & use AI to improve your job skills online. You should be at least Entry 3 in ESOL/English to participate.

**3**  
JULY

## **JOB READINESS (3 WEEKS)**

**FRIDAYS | 1PM-3PM | DMC**

This course aims to improve your confidence & resilience, by learning how to identify your own skills and match to appropriate jobs/volunteering opportunities. You will learn about effective job searching, application processes, employer/workplace expectations to prepare for your next steps. You should be at least Entry 3 in ESOL/English to participate.

**These short courses are ideal for job seekers looking for help with their next steps into volunteering or employment.**

**WANT TO SIGN UP?**  
Spaces are limited, so book your place at Reception |  
Phone 01332 956565 | Relay UK 18001 01332 956565 |  
Email [DALSenquiries@derby.gov.uk](mailto:DALSenquiries@derby.gov.uk) | [adult-learning-derby.org.uk](http://adult-learning-derby.org.uk)



East Midlands Combined County Authority

