



# EMPLOYABILITY TRAINING @SEK

## SOCIAL ENTERPRISE KENT IS PROVIDING FULLY FUNDED ACCREDITED TRAINING FOR PEOPLE WHO ARE UNEMPLOYED

SEK is really pleased to be offering the courses, listed to the right, in our office in **HERNE BAY**.

We are now taking bookings, so please get in contact to find out locations and times, and book onto the courses. These are FREE for unemployed people.

At the end of the course, participants will receive an accredited certificate and gain some valuable skills that will help them on their journey towards employment.

The training will be held at:

SEK Office: 2b The Links, Herne Bay, CT6 7GQ.

### Preparing for Work

*Building Confidence and Self Esteem,  
Understanding Self and Others,  
Personal Development*

- Increasing self-esteem and confidence
- Personal health Interaction
- Understanding people relationships
- Strengths and weaknesses
- Setting personal goals

7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> March

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### Job Searching in the Digital Age

- Mouse, keyboard, basic PC
- E-mails
- Internet Searching and safe internet use
- Using files and folders
- Job searching and applications online
- Write/uploading CVs

27<sup>th</sup>, 28<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> March

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#### *Learners say:*

*"Really enjoyed the course. It has helped me understand my strengths and weaknesses."*

*"I feel more comfortable having conversations now."*

*"I can apply for jobs much better now that I understand computers."*

#### WANT TO FIND OUT MORE?

Contact Kelly Snipp at  
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