



# Wellbeing, Opportunities & Work

## Short Courses at Caldicot Adult & Community Education Centre

(Support is available for many people to cover the cost of the course,  
usually less than £20.)

- Confidence Building
- Introduction to Customer Service
- Introduction to Office Administration
- Bargain Hunters On-line
- Introduction to Workplace IT Skills
- Communication Skills
- CV Writing & job search
- Interview Skills
- Manage your Money



### Where and When -

Caldicot Adult & Community Education Centre, The Bungalow (opposite the Leisure Centre entrance)		
Tuesday	10am-12	WOW course (from the list above, please ring for dates)
Wednesday	10am-12 6.30-8.30pm	Maths for Life & Work English for Life & Work
Thursday	10am-12	English for Life & Work
Friday	9.30am-12.30pm, alternate weeks	Job Club (help is available for CV writing, filling in applications & interview skills on 11 <sup>th</sup> & 25 <sup>th</sup> Nov and 9 <sup>th</sup> Dec)

Contact details for your WOW courses Provider:

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