



Doncaster West Development Trust

"Developing Community Economic Regeneration Projects"

Doncaster West Development Trust Training Programme 2009/10

Course	Date
<p>Employment Skills</p> <p>Get help writing your CV, applying for jobs and attending interviews.</p> <p>Half day course Time: 10:00am – 1:00pm</p>	<p>This includes help with CV's and Job Applications. Dealing with Job Interviews and IT Skills.</p> <p>Courses run throughout the year, please contact us for more information.</p>
<p>Award in Health & Safety in the Workplace – CIEH Level 2</p> <p>Gain a certificate in Health & Safety that will help you in your workplace or in your job search.</p> <p>One day course – Thursdays Time: 10:00am – 4:00pm</p>	<p>19th November 2009 17th December 2009 21st January 2010 11th February 2010 18th March 2010 22nd April 2010 20th May 2010 24th June 2010</p>
<p>Award in Food Safety – CIEH Level 2</p> <p>Gain a certificate in Food Safety that will help you work in hospitality and catering.</p> <p>One day course – Thursdays Time: 10:00am – 4:00pm</p>	<p>15th October 2009 12th November 2009 3rd December 2009 28th January 2010 25th February 2010 25th March 2010 29th April 2010 10th June 2010</p>
<p>Getting Started</p> <p>Improve your skills in English, Maths and Computers on line and take part in outdoor teambuilding exercises.</p> <p>6 week course – Mondays Time: 10:00am – 1:00pm</p>	<p>5th October – 9th November 2009 16th November – 21st December 2009 11th January – 15th February 2010 22nd February – 29th March 2010 12th April – 24th May 2010 7th June – 12th July 2010</p>

Telephone: 01709 866466 **Fax:** 01709 866900 **E-mail:** info@dwdt.co.uk
 Doncaster West Development Trust, The Terrace, Castle Avenue, Conisbrough, Doncaster DN12 3BT
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<p>Manage Your Money</p> <p>Learn the basics of budgeting as well as how to spend and save wisely.</p> <p>Half day course – Thursdays Time: 10:00am – 12:30pm</p>	<p>10th December 2009 18th February 2010 15th April 2010 17th June 2010</p>
<p>Customer Service</p> <p>Improve your skills and knowledge of working with customers.</p> <p>One day course – Tuesdays Time: 10.00am – 3.00pm</p>	<p>17th November 2009 26th January 2010 23rd March 2010 11th May 2010 29th June 2010</p>

Many courses are free of charge and others will be charged at a nominal rate.

Free courses require a refundable deposit that will be returned to you on attendance on the day of the course. If you do not attend, your deposit will be banked to cover our costs.

Please note lunch is not provided with any of the free courses.

For more information ring now on **01709 866466** or e-mail admin@dwdt.org.uk

or visit our website at www.dwdt.org.uk

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