

STEPPING STONE, PATHWAY TO EMPLOYMENT

Free Courses for adult people from Enfield

Provision of ESOL and IT Classes as well as Employment-related
Information, Advice and Guidance



TOPICS:

- ENGLISH
 - Listening
 - Reading
 - Writing
 - Social Skills
- IT & EMPLOYABILITY
 - Health and Safety
 - Microsoft Package
 - World Wide Web
 - Creating an email account
 - Using the printer
 - Recording a telephone call
 - Job Interview techniques
 - Job search engine
 - CV and Cover letter

DATE AND TIME: From 25 October 2019,
10:00 am – 12:00 noon; for 36 weeks.

ENGLISH:

Enfield Education and Training Centre, First
Floor, 65/66 North Square, Edmonton Green,
London N9 0TZ

IT & EMPLOYABILITY SKILLS:

32 Knight's Chambers, First Floor, Unit 4/4A,
Edmonton Green, London N9 0TL

FOR MORE INFO PLEASE CONTACT: African French Speaking
Organisation, Room 4, Community House, 311 Fore Street, London N9 0pz
Tel: 07404609851 or 07986630944 Email: info@afsr.org.uk
Web: www.afsr.org.uk Charity Reg Number: 1118459

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