



MaTReC



INVESTOR IN PEOPLE

304 - 308 Prince of Wales Road, Sheffield, S2 1FF

Tel: 0114 264 2194

Email: matrec@matrec.org.uk

Low cost courses, with concessions for anyone on Jobseekers Allowance. Variety of payment options available.

Bookkeeping, Accounting, ITQ for Users, Tutor Training, Sign Language, Literacy, Numeracy

Text, Legal Audio, Document Presentation, Word Processing, Medical Word, Legal Text, Mailmerge, Legal Word Processing, Speed Keying, Business Presentation, Medical Audio, Audio Transcription

Study Skills, Personal Budgeting, Work Experience, Intro to a Training Course

Many more courses available in September

Interested? Call us to make an appointment on 0114 2642194



www.matrec.org.uk



Manor Training & Resource Centre (MaTReC)
304-8 Prince of Wales Road
Sheffield

Telephone: 0114 264 2194

Community Work Club

You will:

- * prepare a CV
- * develop communication skills
- * prepare for interviews
- * increase your confidence
- * use the Internet
- * apply for jobs on-line and paper-based
- * share experiences and meet new people

We will:

- * support you with any learning you may need
- * help you gain new and relevant qualifications
- * prepare you for the workplace
- * provide you with relevant resources needed for effective job seeking

Ask your Jobcentre adviser to refer you to MaTReC. Come and search for jobs using up to date resources, in an informal environment, with people who have been there, done it and got the T shirt!

From 9.30 am –12.00 pm every Friday at MaTReC

In association with

jobcentreplus

Department for Work and Pensions