

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!

Drop in from 9.30 am –12.00 pm In association with
every Friday at MaTReC

jobcentreplus

Department for
Work and Pensions