



# Prepare for Work programme

(offering tailored one to one support or group work)

Unemployed for 6+ months? This **FREE** programme may benefit you

## Mentoring

Personal Mentor offering an assessment of needs; tailored learning plan; one-to-one support & advice; confidence building

## Job Skills

Letter writing; CV writing; interview preparation; personal presentation

## Computer Training

Small learning groups; safe and welcoming environment; learn the basics – email, about the internet, Microsoft Word; develop social skills

## Volunteering Opportunities

How to become a volunteer; learn new skills; help others; receive training

## Ongoing support

Guidance for further learning; advice on accredited courses; help with job searches; access to community support network

Travel expenses can be claimed  
Childcare may be provided  
Flexible dates and times

**Contact: Horley Sure Start Children's Centre**

**Tel: 01293 820068**

**(9 – 3 Monday to Thursdays)**