

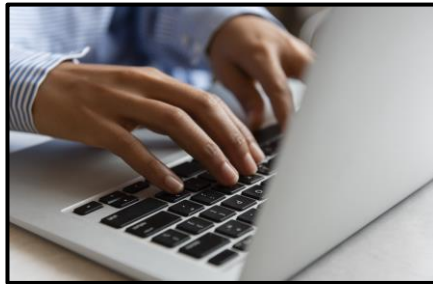
FREE COMPUTER SKILLS WORKSHOP

Struggling with tech?

We can help you build the digital skills you need to find work!

WHAT YOU WILL LEARN

- Email management (Outlook, Gmail)
- Job search tools & online applications
- Creating a professional CV
- Basic internet & research skills
- Data entry & file organization
- Communication tools (Zoom, Teams)
- Time management & task tracking
- Artificial Intelligence (AI) training for job search



WHO IS THIS FOR?

Open to all, especially those looking to boost their employability.

Workshop details:

- Dates: 28th Nov & 12th Dec 2024
 - Time: 12:00pm - 1:30pm
- BYO Laptops or request one in advance. Limited laptops are available for training, so please check ahead to secure one.
- Location: 70 Waimea Road, Nelson South
- Cost: Free for employable clients. Koha (donation) entry for non-clients. RSVP by emailing manager@employable.co.nz
- Empower yourself with the digital skills employers want!

Upcoming Dates for 2025:

New dates will be announced soon!