

JOB HUNTING SECRETS EXPLAINED

This course explains the secrets of applying for a job. Course content includes:

- Finding your work skills in your day to day family activities
- How to make the most of who you know to find the jobs not advertised
- CV/resume that show off your skills and experience to get you an interview
- How to write Cover letters to get the employer's attention
- What is Key Selection Criteria and how to answer them

Thursdays: 9.45am-1.45 pm

Cost: \$40 per term



Doveton Neighbourhood Learning Centre

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Doveton Vic 3177

Phone: 9791-1449

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Email: info@dovetonnlc.com.au

Website: www.dovetonnlc.net.au

OFFICE HOURS

9.00am-3.00pm

Monday - Friday



Like our Facebook page to see what activities and new programs are at DNLC.

MORNING MELODIES

Enjoy a morning of live music and friendship with light refreshments

WHEN: Last Friday of the Month

TIME: 10.00am - 11.30am Cost: \$5.00

DATES		
24 February	31 March	28 April
26 May	30 June	

Mention this flyer and get \$10 off your 1st Term Learn Local class tuition fee (excluding materials).

♦ COMPUTER COURSES



Want to improve your computer skills?

Term computer courses available from beginners in computing, internet, to advanced MS Office and Excel for Business and Home.

Cost from \$40 per term

MYOB for Small Business—Beginners to Advanced

Tuesday 9.30am-12.30pm or 6.00pm-9.00pm

Cost: \$40 per term + \$65 Manual

♦ HOBBIES

Creative Art Classes for Adults and Kids!

Check our website or Activity Guide for details

Cost 7.50 per session or \$70 for 10 sessions

♦ GENERAL ACTIVITIES

ALL ABILITIES GAMES WEDNESDAY

This program offers an opportunity for you to meet new people, have a cuppa and enjoy games and activities.

9.30am-11.30am Cost: \$5.00 per person, per week

OPEN MIC NIGHT

An invitation is extended to all to participate and enjoy this fun and interactive night of performing arts. Perform and support others performing in a safe, friendly environment.

Last Friday night of each month

7.30pm-12midnight Cost: \$2.00

OPEN ACCESS FREE INTERNET

Open Access is a room containing computers that are available to anyone in the community who needs to use a computer for research, looking for work, sending emails, practice, etc.

COMPUTER SKILLS YOU NEED TO GET A JOB

This course is for people wanting to upgrade computer skills to get into, or advance in the workforce, including:

- ◇ How to use the internet to search for jobs
- ◇ How to create professional resumes and cover letters
- ◇ How to organise electronic files, folders, etc. and more.

Wednesdays: 9.30am—12.30pm

Cost: \$40 per term



SUCCESS4U

For adults considering returning to study, or retraining, or struggling with study skills after a long absence from learning. This program will provide you with the tools for success.

MONDAYS: 12:30-3.00pm

Cost: \$40.00 per term



EXPRESSION OF INTEREST

WOMEN ONLY

GENTLE EXERCISE

FOR FITNESS AND HEALTH

Mondays: 9.30-10.30am

or

Wednesdays: 6.30-7.30pm

Cost: \$5 per person per session



Contact 9791-1449 for further information.

COMPUTER SKILLS

FOR THE WORKPLACE

For people in the workplace who want to improve their skills:

- File management
- Excel applications
- Powerpoint
- Diary management
- Publisher
- Access (Database)



Tuesdays 6.30-9.00pm

Cost: \$60 per term or \$40 with Concession

Contact 9791-1449 for further information.

Bookings essential for ALL courses.

Limited spaces available.

For more information phone 9791-1449



Doveton
Neighbourhood Learning Centre Inc.

CONNECT GROW LEARN

GROW WITH US

IMPROVE YOUR SKILLS IN 2017

Term 1



BUTTONS & BOWS

Learn how to use a sewing machine, sewing terminology and how to use a pattern.

Learn simple mending/alterations, make a tote bag, cot quilt, or let your imagination run.

BYO machine or use one of ours



Qualified tutor. Mondays: 9.30am-12noon

Cost: \$40.00 per term plus materials

JEWELLERY MAKING

Want to learn how to make your own jewellery?

This class will teach you how to make such things as earrings, necklace, bracelet.

Students could also recycle preloved jewellery to create a special jewellery item.

Mondays: 12.30pm - 2.30pm



Cost: \$40.00 per term plus materials

MOSAICS

Like to learn something different in creative art?

Mosaics is an art form using a collection of small pieces of coloured glass, stone or other materials. It can be used for decorative art or interior decoration, eg. decorate a planter pot, make a number plaque for your house, stepping stones for your garden, or a magical animal rock.

Mondays: 1.30pm-3.00pm



Cost: \$40.00 per term plus materials