

# Short Courses

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An initiative of



**At the Brotherhood of St Laurence we have courses for people of all backgrounds. Building your skills can help you to:**

- Get a job
- Get into further training
- Develop social skills
- Increase your confidence

## DIGITAL LITERACY

### GET THESE SKILLS:

- Using the internet
- Sending emails
- Social media
- Word processing
- Spreadsheets
- And many more...

### SIGN ME UP!

- **Starts 27 February 2020**
- 4 days over 2 weeks
- Thursday & Friday
- 9.30am - 3.30pm

## PREPARE FOR WORK

### GET THESE SKILLS:

- Job applications
- Resumes & cover letters
- Workplace culture and communication
- Time management
- And many more...

### SIGN ME UP!

- **Starts 19 March 2020**
- 8 days over 4 weeks
- Thursday & Friday
- 9.30am - 3.30pm

## INTRODUCTION TO ENGLISH

### GET THESE SKILLS:

- Basic vocabulary and grammar
- Conversation skills
- Writing
- Activities and excursions
- And many more...

### SIGN ME UP!

- **Starts 16 March 2020**
- 12 days over 6 weeks
- Monday & Tuesday
- 9.30am - 3.30pm

**Cost: \$40 full fee, or \$20 concession**

**ALL COURSES RUN FROM:**  
**Brotherhood of St Laurence**  
**The Centre for Work and Learning**  
**95 Brunswick Street**  
**Fitzroy VIC 3065**

**CALL NOW:**  
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