

# Open Learning Centre Workshop Timetable

	13:30-14:30	14:30-15:30	15:30-16:30	16:30-17:30	17:30-19:00
Monday		Study Skills (Heather)	Maths Skills (topic to be advertised) (Bolaji)		Open drop-in
		iLearn for learners (Gillian)			

	13:30-14:30	14:30-15:30	15:30-16:30	16:30-17:30	17:30-19:00
Tuesday	Employability (Panchali)		Digital skills support Ali Hussain (15:30-17:30)		Open drop-in
			Literacy Skills (topic to be advertised) (Ewa)		

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Wednesday		Maths Skills (topic to be advertised) (Lillian)		Foundation Diploma Tutorials/UCAS Applications (Clare Law)	Open drop-in
	Literacy Skills (topic to be advertised) (Rose)				

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Thursday	Workshop (tbc)		Employability focus (ALS staff)		Open drop-in
		Literacy Skills (topic to be advertised) (Rose)			

Friday	13:30-16:00	
	National Careers advisor	
	Digital skills support Ali Hussain (13:30-15:30)	

## Examples of Workshops

Employability	CV Writing, Job Searches, Application Forms, Covering Letters, Interview Skills, Professional Standards
Maths	Multiplication, Mental Arithmetic, Calculator use, Areas/Volumes, Fractions, Percentages, Trigonometry, Pi, Equations
Literacy	Study skills, Grammar, Spelling, Sentence Structure, Report/Assignment Writing, Note Taking
ICT	iLearn, Formatting documents, File management, Excel, PP, Email, Mobile technology, Paying bills online, Internet Searches