

**SAVS working in partnership with  
Southend Adult Community  
College**

**Brand NEW Training Opportunities!  
For ALL Voluntary & Community Groups**

**Contact us now for further details  
and to book your place!**



**Excel for Beginners**  
Tuesday 12 January 2010

**First Aid at Work CIEH**  
(One Day Accredited )  
Friday 15 January

**Managing Time & Stress  
at Work**  
Thursday 21 January

**Internet & Email for  
Beginners**  
Friday 29 January (Part 1)  
Friday 5 February ( Part 2 )

**Mental Health First Aid  
(Accredited)**  
Monday February 1 Part  
Monday February 8 Part 2

**Word for Beginners**  
Friday 12 February

**Design and Create  
(Word & Publisher)**  
Monday 22 February

**Introduction to Digital  
Photography**  
Monday 8 March

**Publisher Tips and Tricks**  
Tuesday 16 March

**FREE Bursary Places**  
available on all courses –  
please enquire

This Project is supported by the East of  
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Southend Together