160 Marlowes, Hemel Hempstead (The Old Post Office)
Open 10am till 4pm Monday - Friday – Tel: 01442 268 600
www.dacorumhorizons.org.uk or visit us on
www.facebook.com

All sessions are **FREE but as we are not Government funded, please be generous with your donations**

To avoid disappointment it is better to book.

JULY 2010

Day	Date	Time	Course	Provider
Thurs	1st	1.00 – 3.00	Drop In Careers Advice and Guidance	Bridge Next Step
		10.30– 11.30	How to Use E-Bay	Herts Library
		12 – 1	IT for Beginners	Herts Library
Fri	2nd	10 – 12	Editing Digital Photographs with Picassa	Other Provider
		10 - 12	Drop In Careers Advice and Guidance	Bridge Next Step
		1 – 3	IT for Beginners	Papertrail
Mon	5th	10 - 1	IT for Beginners Course Code Number 7406/AA	WHC
		1.30-3.30	Hand Sculpture (building) with Polymer Plastic	DCFL
Tues	6th	10 - 4	Rebuilding Your Life After Redundancy A 3 Day Course. Day 1	PRO EXC Professional + Executive Community
		10 – 12	Watercolour painting for Beginners	DCFL
		11 – 1	An Introduction to Desktop Publishing	Other Provider
		1 – 3	Marketing for Beginners	Other Provider
Wed	7th	9.30-2.30	New Directions A free 2 day Career Development and	WHC, Bridge, Job CentrePlus; Volunteer

Day	Date	Time	Course	Provider
			(cont.)Back to Work programme	Centre Dacorum
		10 – 1	An Introduction To Microsoft Office Course Code Number 7427/AA	WHC
		2 – 4	An introduction to Jewellery Making	WHC
Thurs	8th	9.30-2.30	New Directions A free 2 day Career Development and Back to Work programme	WHC, Bridge, Job CentrePlus; Volunteer Centre Dacorum
		10.30– 12.30	IT for Beginners	Herts Library
		1 – 3	Career Advice and Guidance Drop In	Bridge Next Step
Fri	9th	10 - 12	An Introduction to Facebook and Social Networking On-line	Other Provider
		12.30 – 3.30	IT for Beginners Course Code number 7406/AB	WHC
		11 – 1	Boost your Confidence at Home and In the Workplace	Cultural Learning Programme Community Action Dacorum
		10 - 12	Drop In Careers Advice and Guidance	Bridge Next Step
Mon	12th	10 – 12	Creative Writing	DCFL
		12 – 3	IT for Beginners Course Code Number 7406/AC	WHC
Tues	13th	10 - 4	Rebuilding Your Life After Redundancy A 3 Day Course. Day 2	PRO EXC Professional + Executive Community
		11 – 1	How to Use Your Digital Camera	WHC
		12 – 3	IT for Beginners Course Code Number 7406/AD	WHC
Wed	14th	11 - 1	How to Brand, Advertise and Promote your Event and/or Organisation	Other Provider
		12.30 – 3.30	An Introduction to Microsoft Excel Course Code Number 7256/A	WHC
Thurs	15th	10.30 –12.30	Job Search On The Internet	Herts Library
		10.30 - 1	How To Start Your Own Business	Praxis Plus

Day	Date	Time	Course	Provider
		1.00 – 3.00	Drop In Careers Advice and Guidance	Bridge Next Step
Fri	16th	10 – 12	IT for Beginners	Other Provider
		10 - 12	Drop In Careers Advice and Guidance	Bridge Next Step
Fri	16th	1 – 3	Quilts For London Support the 2012 Olympics Through Learning To Quilt	Quilts For London
Mon	19th	11 – 1	Silk Painting For Beginners	DCFL
		1 – 3	How To Raise Your Political Voice A Practical Guide for You	Other Provider
Tues	20th	10 - 4	Rebuilding Your Life After Redundancy A 3 Day Course. Day 3	PRO EXC Professional + Executive Community
		10.30-12.30	This Month In Your Garden A month by month guide to gardening	Other Provider
		12 – 3	Introduction to Power Point Course Code Number 7235/A	WHC
Wed	21st	To Be Advised	The Art of Basic Floristry	WHC
Thurs	22nd	10.30– 12.30	IT for Beginners	Herts Library
		12.30 – 2	Open Meeting – Get Back Into Paid Work	PRO EXC Professional + Executive Community
		1 – 3	IT for Beginners	Papertrail
		1.00 – 3.00	Drop In Careers Advice and Guidance	Bridge Next Step
Fri	23rd	10 – 12	IT for Beginners	Other Provider
		10 - 12	Drop In Careers Advice and Guidance	Bridge Next Step
		12.30-2.30	An Introduction to Glass Painting	DCFL
		1 – 3	How to Grow Your Own Herb Garden	Other Provider
Mon	26th	10 – 1	An Introduction to Microsoft Excell Course Code Number 7256/B	WHC
		1.30 – 4.30	IT for Beginners Course Code Number 7406/AE	WHC
Tues	27th	10 – 1	Introduction to Microsoft Office Powerpoint Course Code Number 7235/B	WHC
		10 - 4	Rebuilding Your Life After Redundancy	PRO EXC Professional +

Day	Date	Time	Course	Provider
			A 3 Day Course. Day 1	Executive Community
		1.30 – 3.30	How to Use Your Mobile Phone	Other Provider
Wed	28th	9.30-2.30	New Directions A free 2 day Career Development and Back to Work programme	WHC, Bridge, Job CentrePlus; Volunteer Centre Dacorum
Wed	28th	11 – 1	An Introduction to Desktop Publishing using Microsoft Publisher	Other Provider
Thurs	29th	9.30-2.30	New Directions A free 2 day Career Development and Back to Work programme	WHC, Bridge, Job CentrePlus; Volunteer Centre Dacorum
Thurs	29th	10.30– 12.30	IT for Beginners	Herts Library
		1 – 3	IT for Beginners	Papertrail
		1.00 – 3.00	Drop In Careers Advice and Guidance	Bridge Next Step
Fri	30th	10 – 12	Editing Digital Photography with Picassa	Other Provider
		11 – 1	Boost your Confidence at Home and In the Workplace	Cultural Learning Programme Community Action Dacorum
		8.30 – 10.00	Free Business Networking Event. Guest Speaker Jeoff Coles from Connect Dacorum.	Bradz Security
		10 - 12	Drop In Careers Advice and Guidance	Bridge Next Step

The following courses will be running in July and August, but as yet we do not have confirmed dates. If you would like to attend any of these courses please ask to be put on our waiting lists:

Is starting a Business For Me?	**Delivered by Wenta**
Womens' Enterprise. Coaching and Development.	**Delivered by Wenta**
A Beginners Guide to Starting Your Own Web Site.	**Delivered by Wenta.**
An introduction to Web Site Design.	**Delivered by Sequel**
Your New Business Journey Starts Here	**Delivered by Business Link**
CV Workshop	**Delivered by Bridge**
Interview Technique Training	**Delivered by Bridge**