



EMPLOY LOCAL



Are you:
**Age 16+? Currently unemployed
and looking for work? Do you
want to gain new skills?**

Our support includes:

- ✓ FREE training
- ✓ Help finding employment
- ✓ Access to Apprenticeship and Traineeship vacancies
- ✓ Essential IT skills
- ✓ Careers advice and guidance
- ✓ **FREE** registration to our Candidate Bank, with access to local vacancies

CALL US

Derby 01332 295588
Nottingham 01159 472891

EMAIL US

referral@dbc-training.co.uk

VISIT US

dbc-training.co.uk

Professional services courses include:

- Introduction to IT Basics and ECDL
- Microsoft Office from Beginners to Advanced
- Effective Business Communication Skills
- Keyboard development skills – Audio Typing
- Touch Typing
- Basic Book Keeping and Sage Accounts
- Real Time Payroll – Sage Accounts
- Legal and Medical Secretarial courses
- Web Design, Digital Media & Marketing

Sector specific training including:

- CSCS training and card
- SIA training and card
- Hospitality and Catering
- Call Centre
- Beauty
- Retail
- Customer Service
- Food Manufacturing
- Brokerage service for LEP growth sectors

We also offer:

- One-to-one information advice and guidance
- Assistance with online job search
- Professional support on CVs and cover letters
- Ways to improve your digital footprint through social media
- Interview techniques and confidence building
- Apprenticeships and Traineeships

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WORKING IN PARTNERSHIP WITH:

