

## STEPS

Starting on Thursday 16th September  
10-1pm

This is a one morning per week  
programme exclusively for women.

Make new friends, build up your  
confidence in a friendly and relaxed  
class. Learn computer skills, job seeking  
skills, gain information on health and  
wellbeing and learn about your  
community. This is a FREE class.

We also offer QQI level 5 modules in  
healthcare and childcare allowing you to  
achieve your major award in Community  
Health Services 5M4468, Healthcare Support  
5M4339 or Early Childhood Care and Educa-  
tion 5M2009

Call 044 9344301 today to discuss your op-  
tions or email [adult.ed@wcpmullingar.ie](mailto:adult.ed@wcpmullingar.ie)



## Women's Community Projects

Mullingar

FREE

Classes from  
September to  
December 2021



044 93 44301

### Local 14 weeks STEPS for Women Skills Programme

national collective of  
community based  
women's  
networks

**S** Skills  
**T** Training  
**E** Equality  
**P** Participation  
**S** Supports

What is it? It is a FREE workshop based programme in your community  
focusing on women returning to employment and education. Supporting  
women to support themselves. Topics include: Steps to Success, Career  
Planning, IT Skills, Women's Health and Wellbeing and Gender Equality Training.

Who is it for? This programme is for women over 18 years wishing to  
explore their future options. Did you give up paid work to have  
children, become a homemaker or look after a family member? Are  
you considering going back to work and enhancing your work related  
skills. We are looking for women who are NOT in receipt of "Job  
Seekers Allowance or Benefit", to participate (other Social Protection  
payments are eligible including lone parent and disability payments)

What you will do:

- Explore career and employment options & enhance your work related skills
- Explore and determine your life goals
- Identify barriers and develop strategies to support your progress
- Gain information on health and well being
- Work with other women to support each other

What does it cost? Nothing, it's FREE.

Childcare subsidies available

The NCCRN will follow all HSE Government Guidelines around COVID 19



This project is co-funded by the Irish Government and the European Social Fund as part of the  
Programme for Employment, Inclusion and Learning 2014-2020.

**How to Apply:** Valerie Kitching, Women's Community Projects (Mullingar) Association CLG  
Email: [valerie@wcpmullingar.ie](mailto:valerie@wcpmullingar.ie) or Phone: 044 93 44301 for further information  
**When:** Commencing in September 2021, One morning per week  
**Where:** The Parish Centre, Bishopsgate Street, Mullingar

### Women's Community Projects, Mullingar

Parish Community Centre  
Bishopsgate Street  
Mullingar  
Co. Wick. Ireland

Phone: 044 9344301

E-mail: [adult.ed@wcpmullingar.ie](mailto:adult.ed@wcpmullingar.ie)

Web site: [www.womencommunityprojects.ie/mullingar](http://www.womencommunityprojects.ie/mullingar)

Facebook: [www.facebook.com/wcpmullingar](https://www.facebook.com/wcpmullingar)

[adult.ed@wcpmullingar.ie](mailto:adult.ed@wcpmullingar.ie)



## Non accredited classes

Art classes starting Monday 13th September

On one morning a week — 9.30-12.30pm

Sewing Classes starting Friday 17th September

On one morning per week — 10-1pm

English as a Second Language starting

Wednesday 15th September

On one morning per week

Beginners — 9.30-11am

Intermediate — 11.30-1pm



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## QQI level 3 classes

Mondays starting 13th September

Level 3 Word Processing 9.30-12.30pm  
Learn the basics of using the computer and learn the basics features of Microsoft Word. Learn how to type a letter, insert tables, insert pictures and much more

Wednesday starting 15th September

Level 3 Communications 10-1pm  
Improve your reading, writing and interpersonal skills. Gain more confidence in speaking in public

Thursdays starting 16th September

Level 3 Career Preparation 9.30-12.30pm  
Prepare yourself for the world of employment, learn how to create a dynamic CV and the art of writing an effective cover letter. Learn interview techniques, take part in a mock interview with feedback on how you are doing.

Fridays starting 17th September

Level 3 Retail Skills 9.30-12.30pm  
Learn the importance of customer service, learn about the different retail outlets, products, making and taking payments.

Fridays starting 17th September

Level 3 Digital Media Technology 1-4pm  
Learn how to use digital media devices to enhance your personal and social lives. Learn how to upload images and videos from your phone. Create music play lists and safe use of social networking websites.



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## Level 4 Modules

Wednesday starting 15th September

Level General Office Skills 9.30-12.30pm  
Learn all the necessary office skills to work as an office junior. Learn how to use MS Word and Excel, filing techniques, petty cash, produce invoices, credit notes and much more

Wednesday starting 15th September

Level 4 Customer Service 10-1pm  
Learn about the principles of customer service and the importance of quality customer service, dealing with complaints and conflict. Improve your Communications and Interpersonal Skills when dealing with customers. Learn about your rights within Consumer Legislation.



These classes are kindly supported by  
Longford Westmeath Education and  
Training Board



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