



# cute dog consulting

## **IT & Digital Skills for 50+**

*Unlock your digital potential and find new roles with our six week face-to-face training!*

**Are you struggling to find work due to your lack of current IT skills? We're here to help!**

Cute Dog Consulting, a specialist trainer, is looking for mature clients to join our six week (two hours per week) face-to-face course at Chelmsford Library. You'll join others who are keen to brush up on their IT skills and learn in small, supportive groups.

Included in our training is:

- Sending emails
- Using the Internet
- Understanding Microsoft Office
- Submitting your CV to online job sites
- Managing UC, NHS, and other online portals
- Writing a new CV with your one-to-one mentor
- Understanding Zoom, Teams, and other digital platforms
- Updating your social media for personal and professional use, including LinkedIn

## **Plus, enjoy these benefits:**

- Travel expenses covered
- A TOTUM Professional Discount Card with 10% off at the Co-op



**Ready to get started?**  
Just ask your work coach to refer you

Our first course starts end of July at Chelmsford Library. Spots are limited, so don't miss out!

Info is also available on the Cute Dog Website: [WWW.CUTEDOGCONSULTING.COM](http://WWW.CUTEDOGCONSULTING.COM)