

to find out more about HaKIT Adult Community Learning & IT courses or to book your place.
Call Lulu Tel: 01273 881446 or
Email: info@hkproject.org.uk



What are you interested in learning?
Please let us know by coming along to the drop-in.

Or would you like some tailor made training for your Community Group (reduced rates can be discussed). Call Lulu 01273 881446

HKP's Email Newsletter

'what's on' in Hangleton & Knoll, we now have a great email newsletter that has all the latest events and activities.

Don't miss out; Email 'add me to the Database' to: info@hkproject.org.uk



We are tweeting!

Follow us: @hkp_info



HKP have Facebook pages! Search for '

- Hangleton and Knoll youth Team;
- Claire Johnson HK
- Clare Community worker
- 'HaKIT Hangleton & Knoll Community Learning'

and 'like' our pages to be kept up to date with activities and events.



Check out our Web Site:
<http://www.hkproject.org.uk>

The Hangleton & Knoll Project is a: Registered Charity No. 1139971; and a Company Limited by Guarantee No. 7260539



Every Wednesday

10am-12; 1- 3; 3-5pm

With David Purkiss

& 3-5pm with Karen

AND

Every Friday

10am-1pm

With our trained Tutor David Purkiss

For help with: Computer basics; Setting up Email, Facebook & Twitter; Getting to know your computer; Microsoft Office; Using the scanner; Writing a CV, Employment Searches; Online Benefits; Bill Payments; Selling/Buying online; and lots more.

Not sure how the computer works?

David or Karen will help you with the basics

Scanner and low cost printing available for residents

Equipment: Do you have your own tablet or laptop? You are welcome to bring that along to the drop-in with you so that you can learn on your own machine.

Just need to use the computer?

Our computer drop-ins are the place for you.

At St Richards Egmont Road BN3 7FP

Bus routes 16, 66 & 56

Making Microsoft Office Word Work for you

Starts Friday 23rd Feb 2-4pm

Over 5 weeks you will be able to improve your knowledge and understanding including
Week 1 - Word - typing, arranging and saving
Week 2 - Word - Editing, using 'Save As'
Week 3 - Folder organisation/management
Week 4 - Emails and attachments
Week 5 - Mail merge and creating a menu

With our qualified and experienced, tutor David Purkiss

We ask for a **£5** contribution towards the cost of this course payable on the first



Emergency First Aid

Wednesday 7th March 9.30-4pm

This course is for people who want to receive training in emergency first aid and is especially suited for nominated first aiders in smaller, low risk working/volunteering environments. **This is an all day course so please bring lunch with you**

We ask for a **£5** contribution towards the cost of this course which includes course materials & textbook; contribution is payable on the day.



Food Hygiene Level 1

Friday 13th April 9.30-4pm

This **level 1 course** is an excellent introduction to working with food. It is simple, interesting and memorable and a legal basic requirement for all those who handle food.

This is an all day course so please bring lunch with you



To book your place contact Lulu

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or Tel: 01273 881446

With Thanks to our funders



**Brighton & Hove
City Council**



What Learners have to say

“Computer drop-in at HaKIT is one of the best I have attended. I came as a complete novice and can now email; and search successfully for what I want on the internet. The drop-in has opened up a new computer world to me and I have met some lovely people. David is really helpful and a great teacher”.

“**Exciting to see all of the various things I can learn for future use at home**”.

“Excellent drop-in centre; friendly, helpful staff and volunteers who go out of their way to accommodate your needs”

“**Without HaKIT I would have never come as far as I have!**”

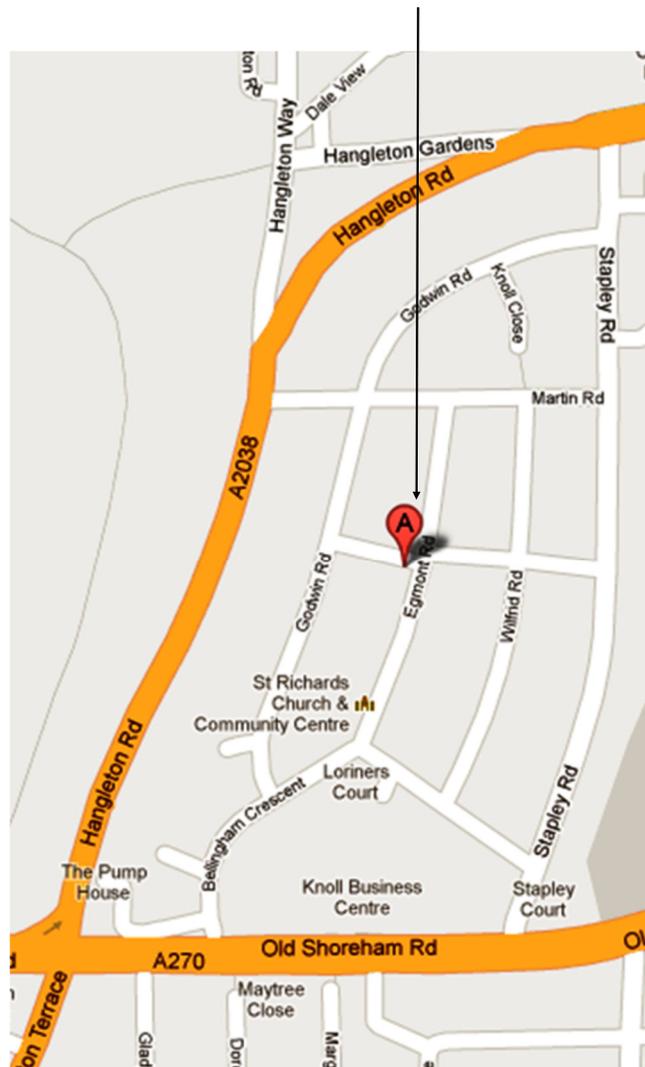
“Having the knowledge and confidence to give a presentation was one of my ultimate goals which I fulfilled through my learning at HaKIT”

What a Volunteer said

“What I like about volunteering in HaKIT drop-in is the fact that you never know beforehand how the morning will be because it depends on the people coming in and the questions they have. It is nice to get to know the people and being able to help them and also to learn new things myself.

I think HaKIT is a nice place to volunteer because it is easy going and it is nice to see that people learn IT skills with a little bit of support and encouragement”

HaKIT at St Richard's
Egmont Road, Hove, BN3 7FP
T: 01273 414483
Bus routes: 16, 66, & 56



**The Hangleton
& Knoll Project**
Working for a better community



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& Knoll Project**

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www.hkproject.org.uk

See inside for the latest information on our **FREE** computer drop-ins, low cost courses and tasters

HaKIT Community Learning Information

For more information about
HaKIT call Lulu: 01273 881446