

**Cotmandene Community Resource Centre**  
64 Cotmandene Crescent, St Paul's Cray, Orpington, Kent BR5 2RG  
020 8402 0123 Email [ccrc@bromley.gov.uk](mailto:ccrc@bromley.gov.uk)



# Workclub

**Every Wednesday 12.30 -2.30**

**Supported by our Volunteers helping you to open**

**and use an Email accounts**

**Access your Universal Jobmatch**

**Create a CV**

**and apply for jobs online**

**[www.facebook.com/cotmandene](http://www.facebook.com/cotmandene)**



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### Services available from Centre Staff

**Friendly and welcoming Centre staff can help you with many issues such as:**

#### **Bromley Homeseekers**

You are welcome to use centre computers to register and bid however there will be no staff assistance

#### **Help with Post**

Help reading and explaining letters and bills

#### **Job Search & Open IT sessions**

Weekly work club to support job search, government gateway, getting started with email & internet

#### **Training Advice**

Registering you for courses at the Centre and information on other courses/training available at other venues

#### **Lifestyle Advice**

Healthy lifestyle advice/leaflets on diet, smoking, local walking groups etc.

#### **Parenting Advice**

Parenting/family support and information

#### **Local services and activities**

What's available within the local community for all ages

#### **Benefits**

Where to go to get help and information. Forms and information available from the internet.

#### **Support and Guidance**

Exploration of issues that you may be experiencing

#### **Signposting**

However, **“if we can't help, we will find someone who can”**, We have an extensive networks of partners both locally and in the wider area to refer clients to.

**We also have Free phone Services/email contact** - Clients are able to make free calls or email enquiries to

- Clarion Futures
- Bromley Council
- DWP benefits such as Job Centre Plus, Pension Service etc
- **We cannot provide home visits, out of hours support or form filling for benefits/legal issue**

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### Programme for Mar-Apr 2020

#### Surgeries, Advisors and Groups

<b>Monday</b>	10.00-11.30	On-Line Basics Beginners Computer Course facilitated by digital champion volunteer	Weekly
	10.00-4pm	Love London Working Employment Programme call Keisha for an appointment on 07889 593350	Weekly
	2.00-3.45	Open IT unsupported	Weekly
<b>Tuesday</b>	10.00-12.00	Cray Creative Art Group Term Time only no classes during the school holidays	Weekly
	10.00-1.00	Citizens Advice Bureau Drop in sessions first come first served basis until full	Weekly
	2.00-3.45	IT Support volunteer on hand to help you to open emails fill in online forms and applications	Weekly
	2.00-3.30	The Listening Ear - Support group for people suffering, anxiety, depression & emotional issues supported by volunteer	Weekly
<b>Wednesday</b>	10.00 – 12.00	Age UK Coffee Morning	Weekly
	10.30-12.00	Local Councillors Surgery Drop-in	Fortnightly
	10.00-4pm	Love London Working Employment Programme call Keisha for an appointment on 07889 593350	Weekly
	12.30-2.30	Work Club - Work search support CV help Free computer & internet access with Volunteers on hand to support	Weekly
	2.00-4.00	Bromley Well Advisor Rob – Supporting people with learning disabilities	4 <sup>th</sup> & 18 <sup>th</sup> March 1 <sup>st</sup> , 15 <sup>th</sup> & 29 <sup>th</sup> April
<b>Thursday</b>	10.00-12.00 Fortnightly	Clarion Housing Surgery	5 <sup>th</sup> & 19 <sup>th</sup> March 2 <sup>nd</sup> , 16 <sup>th</sup> & 30 <sup>th</sup> April
	10.00-12.00	IT Support volunteer on hand to help you to open emails fill in online forms and applications	Weekly
	10.00-1.00	Free Legal Advice on family issues from a Family Law Consultant and a McKenzie Friend Consultant. Please note that this is a free 15 minute consultation and any further appointments or work required after this maybe chargeable. Please also note that we may refer you to a Solicitor/Barrister for further legal support.	Appointment Only
	10.00-12.00	Hestia Tenancy Support Service	12 <sup>th</sup> & 26 <sup>th</sup> March 9 <sup>th</sup> & 23 <sup>rd</sup> April
	12.00-2.00	Bromley Well Employment Support ( Richard)	5 <sup>th</sup> & 19 <sup>th</sup> March 2 <sup>nd</sup> , 16 <sup>th</sup> & 30 <sup>th</sup> April
	2.00 – 4.00	Bromley Well Advisor Sue – Supporting people with Physical Disabilities	12 <sup>th</sup> & 26 <sup>th</sup> March 9 <sup>th</sup> & 23 <sup>rd</sup> April
<b>Friday</b>		CLOSED	

## Free Courses & Events

Courses or Events	Day & time	Starts	Ends
<b>UK Online Basics – Computers for beginners</b>  <b>Open to all just call in</b>	Mondays 10.00-11.30 Ongoing courses	On-going	On-going
<b><u>New Courses Delivered By Bromley Adult Education</u></b>			
			
<b>Computing Creative Digital Skills</b> <b>(Publisher,Powerpoint and E-Safety Awareness</b>	Weds 10-12	29/4/2020	20/5/2020
<b>Calligraphy</b>	Weds 12.30 -2.30	29/4/2020	20/5/2020
<b>Art for Mindfulness</b>	Weds 12.30 – 2.30	26/2/2020	1/4/2020
<b>Indian Head Massage</b>	Thurs 9.45 -11.45	30/4/2020	21/5/2020
<b>Computing Google Tools Calender,Hangouts and Maps</b>	Weds 10-12	3/6/2020	24/6/2020
<b>Modern Calligraphy Hand Lettering for Stress Relief</b>	Weds 12.30-2.30	3/6/2020	24/6/2020
<b>Reflexology</b>	Thurs 9.45 -11.45	4/6/2020	25/6/2020
<p><b>There will be a £5 booking fee (non-refundable) payable at time of booking the course and relevant ID will need to be supplied proving 3 years residency (passport, birth certificate or photo driving license at least 3 years old and must be supplied to secure your place)</b></p> <p><b>facebook page.</b>  <b>WWW.facebook.com/cotmandene</b></p>			