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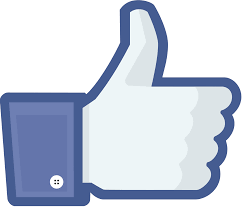
**E: info@pnc.vic.edu.au**

**W: www.pnc.vic.edu.au**

**Paynesville Neighbourhood Centre**

**55 The Esplanade, Paynesville Vic 3880**

**Hours: Monday to Friday, 9.00am to 4.00pm**



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Paynesville Neighbourhood Centre (PNC) is currently offering the following programs & social activities:

LEARNING PROGRAMS:

Our learning programs are designed to help participants gain valuable skills and confidence for employment and/or further study opportunities.

**Empowering Women** – This program is designed for women who want to become more self-confident, gain skills for work & life, know how to set goals, and explore their potential. Participants will be provided with many opportunities to learn and have fun through various activities in a friendly, relaxed and supportive environment.

## Basic Computers using Intel® Learn Easy Steps – This program is designed for people who have never used a computer, or need a refresher course in computer basics. A friendly, relaxed and supportive environment is provided to help participants learn the introductions and basic use of Office programs: Microsoft Word, Outlook, Excel; and using Google to safely search the internet.

## Intermediate Computers – This program is designed for people who have basic computer skills but want to take their computer skills to the next level. Participants will discover the power of Windows and Microsoft Office and learn how to create the files and documents they want, when they want. They will be guided through Microsoft Word, PowerPoint, Excel, Outlook Email, and browsing the internet.

SOCIAL ACTIVITIES:

Our social activities groups provide opportunities for like-minded people to meet on a regular basis.

**Monday and Tuesday Craft Groups** – Both these groups meet each morning, on their respective days ,where participants can work on their own craft projects in friendly, relaxed and social environments.

**Advanced Writing Skills (Creative Writing)** – Fin Ross, a journalist, published author and multiple-award winner, provides a relaxed and fun atmosphere where all facets of writing are covered, including: short stories, memoir writing, non-fiction and poetry, along with editing. Classes are held every Wednesday morning.

**Paper Craft** – This group is for ladies to enjoy like-minded craft with papers, cards, journaling, scrapbooking, and stamping. Participants bring in their own project to work on, and each month there is a card swap. Classes are held on the first Wednesday of every month.

**Tuesday Ladies** – This friendly, social group provides an opportunity for elderly ladies to meet every Tuesday afternoon where they can enjoy some afternoon tea, games, and great conversation.

OTHER PROGRAMS (PAYNESVILLE CHILD CARE):

**Paynesville Child Care –** This is a program of Paynesville Neighbourhood Centre (PNC) that has been offering quality, low-cost child care for over 25 years, servicing many families from Paynesville and the surrounding areas.

