

Communications Training Course

QQI Level 3

DO YOU HAVE A DESIRE TO IMPROVE YOUR COMMUNICATIONS SKILLS?
BUT NEVER GOT AROUND TO IT?



Mandate Trade Union in conjunction with Skills for Work is offering funded training. The courses are to encourage members back into learning and training whilst aiming towards a QQI Level 3 Award.

- *Starting from Scratch* this course helps you to improve your communications skills.
- Courses are open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.

Communication Skills:

For those who want to brush up on their writing and spelling skills while also developing personal and interpersonal skills which are important for dealing with workplace and personal situations.

Evening Courses take place one evening per week from September 2017 for a duration of 12 weeks in a venue near your workplace.

If you are interested please contact Mandate's Training Centre before 12th August on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC12017** Please see Mandate website for further Training courses at www.mandate.ie

Places are limited and are allocated on a first come first served basis.

Courses are delivered by the Education and Training Board in a location near to your workplace.



Skills for Work

Basic Education for Working and Living



Computer Training Course QQI Level 3



Mandate Trade Union in conjunction with Skills for Work is offering funded training. The courses are to encourage members back into learning and training whilst aiming towards a QQI Level 3 Award.

- Starting from scratch this course helps you to use a computer and builds confidence for communicating on-line.
- Courses are open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.

Evening Courses take place one evening per week from **September 2017** for a duration of 12 weeks in a venue near your workplace.

If you are interested please contact Mandate's Training Centre **before 12th August** on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC22017** Please see Mandate website for further Training courses at www.mandate.ie

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Skills for Work

Basic Education for Working and Living



Irish language Communication Skill Training Course

For those who want to brush up on their Irish speaking, writing and spelling skills while also developing communication skills which are important for dealing with workplace and personal situations.



Mandate Trade Union in conjunction with Skills for Work is offering funded training. The courses are to encourage members back into learning and training whilst aiming towards a QQI Level 3 Award.

- This course helps you to improve your Irish language communications skills.
- Use introductory vocabulary, to include greetings, introductions, exchange of basic personal information etc.
- Exchange familiar information in the Irish language context.
- Read simple notices, signs and short pieces of text on familiar subjects to include social and work related information.
- Interact in social and work related situations using Irish language as the means of communication.
- This course will help you to use the Irish Language at beginner level.

This Course is open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.

Evening Courses take place one evening per week from **September 2017** for a duration of 12 weeks in a venue near your workplace.

If you are interested please contact Mandate's Training Centre **before 12th August** on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC32017** Please see Mandate website for further Training courses at www.mandate.ie

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Skills for Work

Basic Education for Working and Living



Personal Finance Training Course



Mandate Trade Union in conjunction with Skills for Work is offering funded training. The courses are to encourage members back into learning and training whilst aiming towards a QQI Level 3 Award.

Personal Finance:

For those who want to brush up on their personal finance skills, while also developing and understanding budgeting techniques etc.

Course Content:

- Planning a realistic budget by understanding how you use money and prioritizing
- Improve basic maths skills: Use of calculator for percent and Memory keys
- Understand the equivalents of decimal, fraction and percent.
- Demonstrate estimation and rounding skills
- Use excel to aid money management
- Use of internet to navigate revenue.ie, social welfare, and comparative sites for best prices in electricity, gas, broadband and telephone
- Understand your payslip, work out tax credits, PRSI and USC.
- Investigate social welfare payments and schemes
- Understand and compare different types of savings and loans available
- Compare bank accounts, credit cards, personal loans
- Understand consumer rights and how to complain.

Evening Courses take place one evening per week from **September 2017** for a duration of 12 weeks in a venue near your workplace.

If you are interested please contact Mandate's Training Centre **before 12th August** on 01-8369699 or by email mandateotc@mandate.ie and quote **Ref.OTC42017** Please see Mandate website for further Training courses at www.mandate.ie

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