



MANDATE
ORGANISING &
TRAINING CENTRE

Personal & Professional Development Skills QQI Level 5



**This training course is designed
for YOU!**

This 14 week evening course will provide you with tools and techniques that will allow you to know more, learn more, develop yourself, your knowledge and your abilities for your own personal and professional development.

Course Content:

- **How to communicate your needs and wants.**
- **Finding the right information that will steer you in the right direction.**
- **The environment in which we live and work.**
- **The social, political and economic landscape of Trade Unions.**
- **Media ownership – who is telling you what and why.**
- **Social Media – What it is all about.**
- **How to write a good application form and designing a CV.**
- **Strengthening abilities to engage and influence.**

▪ **Day/Dates: Tuesday 20th September 2016**

▪ **Time: 6.30 - 9pm**

▪ **Venue: Mandate's Training Centre, Distillery House, Distillery Road, Dublin 3**

▪ **Training is free to Mandate Members**

Places are limited to 12 on a first come first served basis so to secure your place phone:

Mandate's Training Centre at 01-8369699

By Friday 2nd September 2016