



**MANDATE
ORGANISING &
TRAINING CENTRE**

Personal & Professional Development



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

What You Will Learn:

- **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.**

Venue	Mandate Training Centre, Distillery Road, Dublin 3
Date	Tuesday 12th January 2016 – Tuesday 29th March 2016
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members
Tutor	Michelle Thomas

Contact: Mandate's Training Centre on 01-836 9699 or apply on line at www.mandate.ie

Training is free to Mandate Members but courses are also open to Mandate Members who are currently unemployed.