

Computer Training Course QQI Level 3



Mandate Trade Union in partnership 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- **Courses are open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.**

For further information please email info@skillsforwork.ie or phone Mandate Training Centre on 01-836969 or by email mandateotc@mandate.ie
Please see Mandate website for further Training courses at www.mandate.ie

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



Skills for Work



Communications Training Course

QQI Level 3

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



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- **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- Courses are open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.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 for a duration of 12 weeks in a venue near your workplace.

For further information please email info@skillsforwork.ie or phone Mandate Training Centre on 01-836 9699 or by email mandateotc@mandate.ie
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.

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Skills for Work

Basic Education for Working and Living





MANDATE
ORGANISING &
TRAINING CENTRE

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.



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- 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.

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Basic Education for Working and Living

