

## 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This Course is open to members who have not achieved their Leaving Certificate or who have an out of date Leaving Certificate.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 12<sup>th</sup> August** on 01-8369699 or by email [mandateotc@mandate.ie](mailto:mandateotc@mandate.ie) and quote **Ref.OTC32017** Please see Mandate website for further Training courses at [www.mandate.ie](http://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.



## Communications & Personal Development (CPD)

*Gain a National Qualification with a QQI Level 5 Course and development your own skills and learn more about your rights and your society.*



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

Venue	Mandate Training Centre, Distillery Road, Dublin 3
Date	12 <sup>th</sup> September 2017
Time	6:30pm – 9pm
Cost	Free of Charge
Eligibility	Mandate Union Members

### **Course Content:**

- Communications skills; Public Speaking Skills, Better Writing Skills
- Finding the right information that will steer you in the right direction.
- Further understanding of 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 CV or application form.

### **Course Objective:**

The objective of this course is to provide you with tools and techniques that will allow you to know more, learn more and develop yourself, your knowledge and your abilities for your own personal and professional development.

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# Computer Applications Basic Skills

## QQI Level 4



*This training course is designed for YOU!*

### **WHAT YOU WILL LEARN:**

- Word processing common uses for example: document formatting, graphics tables and mail merge.
- Create documents applying a range of processing features.
- Use proofing tools such as spell check, thesaurus and search/ replace.
- Learn File Management facilities.

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<b>Eligibility</b>	<b>Mandate Union Members</b>

Evening Courses take place one evening per week from **12<sup>th</sup> September 2017** for a duration of 12 weeks.

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## Information Technology Skills QQI Level 5



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

### **WHAT YOU WILL LEARN:**

- **Word Processing: Document Formatting, Graphics, Mail Merge.**
- **Create Documents applying a range of processing features.**
- **Use Proofing Tools such as spell-check, thesaurus and search/replace.**
- **Learn File Management.**
- **Use Windows Explorer.**
- **Open, edit, and print a document.**
- **Enter, edit and sort data.**
- **Insert and delete rows and columns in a worksheet.**
- **Enter formulae.**
- **Microsoft Outlook - Send and Receive e-mail messages.**
- **Microsoft Excel – Creating Spreadsheets.**
- **Microsoft PowerPoint – Preparing Presentations.**

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