



SKILLS FOR WORK

Education for Working & Living

Skills for Work is working with the ETBI nationally to deliver training courses for part-time/full-time employees.

The following are some of the courses on offer.

Communications through Computers

Learn about:

- Using a computer
- Word processing
- Keyboard skills
- Letter writing & form filling
- Using the internet
- Accessing websites
- Working with email

Communication Skills

Learn more about:

- Listening skills
- Working as a team
- Memory skills
- Being assertive
- Non-verbal communication
- Writing formal letters
- Reading for understanding
- Spelling techniques

Maths

Brush up on:

- Using mathematical signs
- Using charts, tables & graphs
- Multiplying and dividing
- Calculating percentages
- Working with fractions
- Measurements
- Making estimates

Personal & Interpersonal Skills

Learn more about:

- Your personal profile
- Active listening
- Assertive communication
- Decision making
- Negotiating Skills
- Team working
- Roles and responsibilities

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