

Mandate and CDET B

Supporting **YOU** in Times of Change!

Introduction:

Mandate and the City of Dublin Education & Training Board have come together to facilitate interested employees, in participating in a Skills for Work course. The 24 hour course aim is to enhance your self-esteem and confidence in order to manage and embrace the new and unexpected work changes and challenges ahead. All courses are fully funded by the Department of Education and Skills.

Skills for Work is a national programme aimed at providing specific training to help employees deal with the basic skills demands of the workplace and new unexpected life changes.

The core elements of the course include, managing change, skill identification, computers, personal development, job research skills, CV building, job seeking strategies and interview skills (not exclusive). All courses will be online and delivered by experienced tutors to meet your needs.

The course will be delivered over 24 hours in total, 2 hours 2 days per week for 6 weeks, and will be delivered online.

Sample Broad Course Outline:

Communications in written, oral skills, information technology, learning to learn, basic technology job research skills. The course will aim to raise self-esteem and to have confidence to face the challenges of seeking work/new life changes or preparing to return to further education and training will also be a key objectives of the course.

- Managing change
- Writing and Building a Personal Profile
- Review & up-skill of computer skills and personal skill identification
- Preparation of CV and Cover letter
- Job Searching / Interview Skills
- Review session – Know Yourself and your future plans

If you are a Mandate Member and recently made redundant from the Arcadia Group, this course is specifically designed for you. Please contact Amanda Blake ablake@mandate.ie in Mandate Training Centre or phone 0874406564.