Skills for Work 2023

Basic education for working and living

Skills for Work courses starting mid-September 2022 so register now to reserve a place!

The City of Dublin ETB and Mandate are offering you an opportunity to attend a workplace education course under the Skills for Work Programme.

You must be in employment to avail of this opportunity, eligibility criteria will apply.

Courses will be delivered on-line starting mid-September depending on numbers.

Course 1
Online Computer skills *(Basic computers)*
- Learn basics on how to use computer How to use ZOOM (phone or laptop)
- Keyboard skills/Word processing
- Windows & File Management
- Word - Letter writing & form filling
- Using the internet/ Social Media
- Working with email

- Microsoft Office- Excel, PowerPoint

Course 2
Communications/Presentation Skills
- Active listening skills
- Conversation skills
- Body Language
- Working as a team
- Memory skills
- Non-verbal communication
- Questioning skills
- Presentation Skills using PowerPoint
- Control nerves & being calm
- How to engage and connect with audience
- Present with confidence

Course 3
Supervisor course
- Leadership
- Teamwork fundamentals
- Effective Communication
- Listening Skills
- Performance
- Motivation
- Confidence
- Dealing with conflict
- Feedback giving/receiving
- Boundaries
- Decision making.

Course 4
Workplace communications through English *(Workplace English and Language)*
Improve language ability in the areas of:
- Pronunciation
- Listening
- Speaking
- Writing
- Reading
- Vocabulary
- Grammatical rules of language

Places are limited so please call Amanda Blake in Mandate Training Centre on 0874406564 if you have any questions or email ablake@mandate.ie Please note by registering you are agreeing for your details to be processed by the CDETB.

Closing date for applications is 9th Jan 2023