

Basic education for working and living

The City of Dublin FET College are offering you an opportunity to attend various online courses as listed below under the Skills for Work Programme.

Courses will be starting week commencing 8th September 2025

You must be in employment to avail of this opportunity, and eligibility criteria will apply. Additionally you must have individual access to a computer with a camera, microphone & Wi-Fi.

Courses will be delivered on-line via Zoom. Please register your interest as soon as possible to avoid disappointment, places will be allocated on a first come basis. Register early !

**Course 1 Supervisor Starts Week commencing
9th September 2025 5.30pm to 7.30pm Day to be confirmed**

Supervisor course

- Leadership
- Team work fundamentals
- Effective Communication
- Listening Skills
- Performance & Motivation
- Confidence
- Dealing with conflict
- Feedback giving/receiving
- Boundaries
- Decision making

**Course 2 Starts Week commencing
8th September Day to be confirmed
Time; 5.30pm to 7.30pm**

Workplace communications through English

Workplace English and Language delivered online via Zoom, **If your first language is not English, then this course will improve your language ability in the areas of :**

- Pronunciation
- Listening
- Speaking
- Writing
- Reading
- Vocabulary
- Grammatical rules of english language

**Course 3 – Starts Week commencing
8th September 5.30pm to 7.30pm –
Day to be confirmed**

Online Computer skills (Basic computers)

- Learn basics on how to use computer.
- Learn how to use Zoom
- Keyboard skills/Word processing
- Windows & File Management
- Microsoft Office-Excel, PowerPoint etc.
- Word - Letter writing & form filling
- Using the internet/ Social Media
- Working with email

Places are limited so please call Joan Devlin on 087 741 9805 if you have any questions or email: joan.devlin@aes.cdetb.ie

**Please register early to avoid disappointment and to secure your place.
Last date for applications if places are still available will be 25th August 2025**