



# ESSENTIAL WORKPLACE SKILLS

Are you returning to work after a break or thinking of starting a new career?  
**Free Course**

This course will offer you an insight into what employers are looking for and how you can deal with the basics of life in any workplace.

The course will cover topics such as team working, time management, work planning, effective communicating as well as other skills that will leave you work ready.

Wednesday 5<sup>th</sup>, Thursday 6<sup>th</sup>, Friday 8<sup>th</sup> September 2018 (9:30am-2:30pm)

or

Wednesday 23<sup>rd</sup>, Thursday 24<sup>th</sup>, Friday 25<sup>th</sup> January 2019 (9:30am-2:30pm)

or

Wednesday 8<sup>th</sup>, Thursday 9<sup>th</sup>, Friday 10<sup>th</sup> May 2019 (9:30am-2:30pm)

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To enrol or for further information please contact Ed Browne

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