

Entry Level 3 Certificate in Employability Skills – Tailored to the Customer Service Sector

**Eligibility: Must be
aged 19+ and live
in Greater
Manchester**

COURSE OVERVIEW

This course will teach you the basics of successful job search and will build your confidence and communication skills along the way.

You will learn what qualities employers are looking for, how to approach your first days in a new job, and how to work with colleagues and managers.



DATES

Initial assessments:

Tuesday 28th and Wednesday 29th November,
09.30am- 12.00pm and 13.00pm – 15.30pm

Course dates:

Friday 1st December – Wednesday 20th
December, each week day, 09.30am – 15.30pm

Location: 3rd Floor Royal Buildings, 2 Mosley
Street, Manchester, M2 3AN

WHAT YOU WILL LEARN

To help you to secure the role that is right for you, this course will cover topics such as:

- Career Planning
- Self-Management Skills for Work
- Conduct at Work
- Interview Skills
- Applying for Jobs

**For more information, contact
edu@standguide.co.uk or to join the
course, call our referrals team on
0161 881 4826.**

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MANCHESTER
COMBINED
AUTHORITY

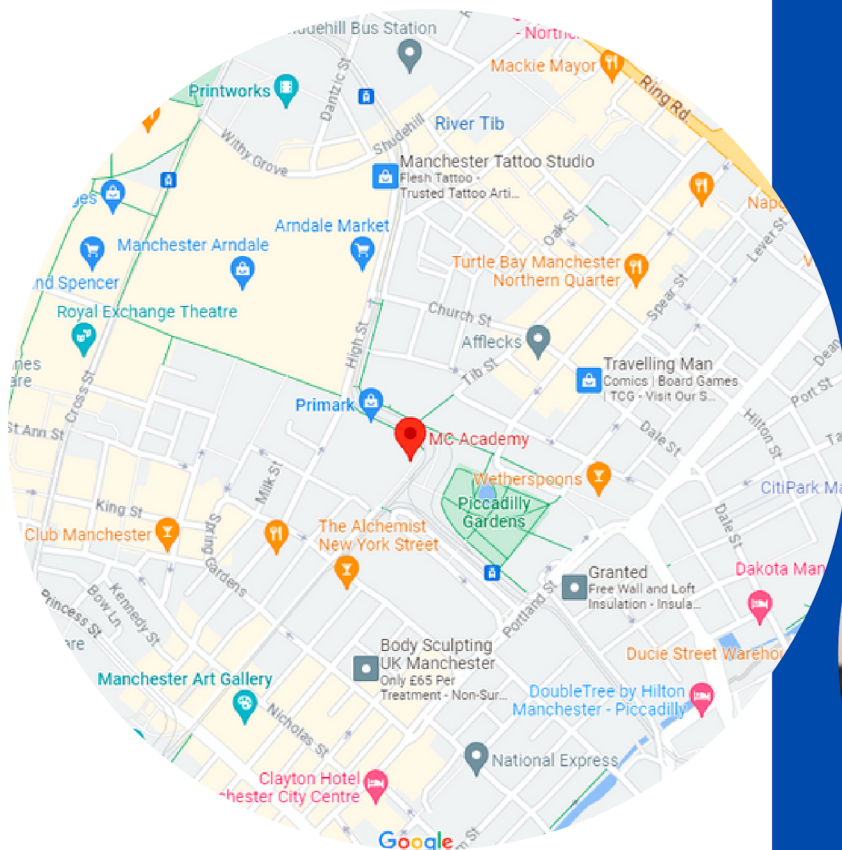
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WHERE TO FIND THE COURSE



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2 Mosley Street, Manchester,
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