

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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qualifications

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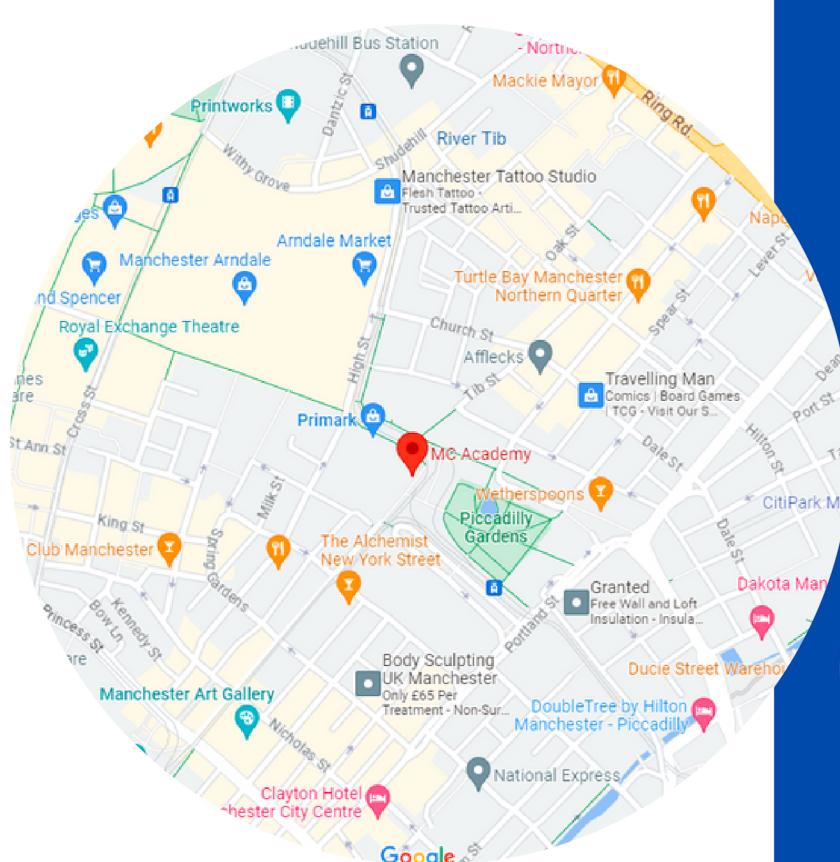
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WHERE TO FIND THE COURSE



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