

**Level 1 Skills for Work** - This course will help you to improve your work skills.

Level 1 Skills for Work course topics:

- business and customers awareness
- problem-solving at work
- working in a team
- how to keep improving
- presenting information
- setting yourself targets
- handling information at work
- job and training search skills
- job application skills
- interview skills

**Level 1, 2 and 3 CV Building** – This course covers gathering and presenting information for your CV.

**Level 1, 2 and 3 Interview Techniques** – This course covers preparing for an interview, the interview itself and after an interview.

**Level 2 Event Planning** – This course will give you an overview of event planning and the tasks involved.

For further information regarding costs, location and duration please contact the office on 01623 499200.

Please enquire for costs as there may be funding available to offset some or all of the costs.