

Course Information Sheet



Course Code and Name: GL0051996 Confidence For Work

Venue: The Churn Project
14-16 The Waterloo
Cirencester
GL7 2PY

Start Date: 29 April 2019
End Date: 01 July 2019
Day: Monday
Time: 13:00 to 15:00
Weeks: 8

Tutor: Maxine Reid

Course Provider: Adult Education in Gloucestershire

Course Summary:

Do you want the confidence to find the job you love and keep it? On this 8 week course you will learn the tricks to manage and cope with everyday stress at work. You will develop your customer service skills and communication skills, you will learn how to deal with conflict in a work situation. The course is delivered in a friendly small group setting.

Eligibility:

Learners must be over 19 on the 1st August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).

How will the course be taught?

Learning will take place in small friendly classes using, individual and group work, demonstration, discussion and using a variety of practical activities

How will I know how well I am doing?

You will follow your own individual learning plan with progress recorded by tutors and yourself.

Prior Knowledge:

No prior knowledge required.

What do I need to bring?

All materials needed will be provided by the tutor.

How do I join the course, or find out more?

If you are interested, please contact the staff from the centre Michelle Bradburn and Amanda Griffiths on 01285 380038

Cost:

Free to eligible learners

What course can I do next?

We will discuss your options with you, and can support you to decide what you would like to do next.

Information and Advice for Progression:

Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.

Further information:

For all enquiries regarding this course please contact 01285 380038