



Skills for Work

SIPTU College and CDET B

Supporting **YOU** in Times of Change!

Introduction:

SIPTU College and the City of Dublin Education & Training Board have come together to facilitate interested employees, in participating in a Skills for Work course. The course aim is to enhance your self-esteem and confidence in order to manage and embrace the new and unexpected work changes and challenges ahead. All courses are fully funded by the Department of Education and Skills.

Skills for Work is a national programme aimed at providing specific training to help employees deal with the basic skills and the ongoing and changing demands of the workplace.

The core elements of the course include, managing change, skill identification, computers, personal development, job research skills, CV building, job seeking strategies and interview skills (not exclusive). All courses will be online and delivered by experienced tutors to meet your needs.

The course will be delivered over 24 hours in total, suggested timeframe of 2 hours 2 days per week for 6 weeks, however this can be flexible, all courses will be delivered by CDET B tutors online.

Sample Broad Course Outline:

Communications in written, oral skills, information technology, learning to learn, basic technology job research skills. The course will aim to raise self-esteem and to have confidence to face the challenges of seeking work/new life changes or preparing to return to further education and training will also be a key objectives of the course.

- Managing change
- Writing and Building a Personal Profile
- Review & up-skill of computer skills and personal skill identification
- Preparation of CV and Cover letter
- Job Searching / Interview Skills/ Mock Interviews

Review session – Know Yourself and your future plans

For more information contact: college@siptu.ie or your SIPTU Organiser