

Skills For Work Training

Planning your Career

If you're worried about getting a job or returning to employment after a break, our courses will help you plan for job hunting, interviews, writing a CV and cover letter, and filling out application forms.

Communicating at Work

Build effective working relationships with customers and colleagues by making a good impression at work.

Developing Leadership Skills

Managing yourself and your performance can help you to develop your leadership skills.

Handling Money at Work

Whether you handle petty cash or money on a larger scale, being able to handle money responsibly, knowing the methods of payment and following procedures for handling money can be important in your job.

Problem Solving at Work

Learn how to prioritise your plans and make confident decisions when problems arise. These courses will help you to plan your working day, so you'll know how to fit tasks around other responsibilities.

Reaching Targets

By understanding targets at work, you can see how important they are for individuals, teams and the company or business as a whole.

Payment of Course Fees

- Thanks to government funding your courses and qualification could be free. We'll confirm this with you before you start.
- Enrol and learn online at our centres, where you'll get face to face support from our friendly staff.
- Your tutor will be there to give you advice, and you'll have regular progress reviews to keep you on track.
- When you've completed all your courses, you'll either take a test or present your work as a portfolio of evidence. Your centre will explain this to you and in either case make sure you have lots of practice beforehand so you're totally prepared.