



Adult Education Courses for the Workplace

Mandate Trade Union with the VEC network is offering a programme of Training Courses called **Skills for Work**. **Skills for Work** offers members the opportunity to get back into education at their own pace with a wide range of courses to choose from. Each course has **6 – 8** participants and may be held locally and outside of working hours

Some of the courses include:

Communication Skills/ Personal Development and Effectiveness

For those who want to brush up on their writing and spelling skills while you develop personal and interpersonal skills which are important for dealing with workplace situations and improve communications in everyday life situations

Communication through Computers

This course is ideal for adults just learning about computers and confidence for communicating on-line.

Maths

Perhaps you'd like to brush up on your everyday maths, including home budgets, tax and weights/measures.

**Courses are free and open to members who have not achieved Leaving Certificate or who have an out of date Leaving Certificate.
You can also achieve a FETAC Level 3 Award.**

Please tick the box or boxes of the courses which interest you and return this form with your details to:

**Mandate's Organising and Training Centre
Distillery House, Distillery Road, Dublin 3
Phone 01-8369699, email
Closing date Friday 10th February 2012**

Name _____

Address _____

Workplace _____ Location _____

Phone _____

You will be contacted to confirm places after the 10th February 2012