

The Buck Project

Intelligent Kindness

Communication Skills for Employment

Course starts

04 July 2019

4 Sessions

9.30 am

To

3 pm

This course will help you communicate with confidence . The skills you learn will enable you to impress your potential employer at interview and your colleagues when you start your new job.

What employers want and expect.

The key elements of good communication.

Professional versus personal communication.

Verbal and non-verbal communication skills.

Key rules and best practice—telephone, emails, texts and social media.

Professional protocol and boundaries.

**Free &
Fully
Funded**

Session Dates:

◆ Thursday 4 July 2019

◆ Thursday 18 July 2019

◆ Thursday 11 July 2019

◆ Friday 26 July 2019

Funding only available if you are unemployed or on a low income

Book with Eventbrite.

For more details, visit our website at www.buckproject.org

For more information call 01865 598180

Venue

35 Ock Street

Abingdon

OX14 5AG

