

Get the Skills

FREE Short Courses

**Starting week commencing Monday 13th January 2014
for 10 weeks (2 hours per week)**

	Monday 13 January 2014	Tuesday 14 January 2014	Wednesday 15 January 2014	Thursday 16 January 2014	Friday 17 January 2014
Llandarcy Sports Academy Campus			Communicating with Customers 1pm - 3pm Room LLB 110	Supporting Sports 6.30pm - 8.30pm Room LLB 114	
Pontardawe Campus	Maths or English 1pm - 3pm Room CP11	Maths 6.30pm - 8.30pm Room CP11		English or Maths 9.30am - 11.30am Room CP11 Communicating with Customers 1pm - 3pm Room CP11	
Afan Campus	Maths 6.30pm - 8.30pm Room AA605	Maths or English 1pm - 3pm Room AA605	Supporting Sports 6.30pm - 8.30pm Room AA605		Maths or English 9.30am - 11.30am Room AA605
Queen Street Campus		Maths or English 9.30am - 11.30am Room NQ118 Maths 6.30pm - 8.30pm Room NQ3	Communicating with Customers 6.30pm - 8.30pm Room NQ4		Maths 9.30am - 11.30am Room NQ3
Neath Campus (Ty Dŵr y Felin E Block)	Maths or English 9.30am - 11.30am Communicating with Customers 6.30pm - 8.30pm	Maths or English 6.30pm - 8.30pm	Maths or English 1pm - 3pm Maths 6.30pm - 8.30pm		

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Neath Port Talbot
Adult Learning Network
Rhwydwaith Dysgu Oedolion
Castell-nedd Port Talbot
www.learningpool.org



Regional Essential Skills
Sgiliau Hanfodol Rhanbarthol



Communicating with Customers

Take your business to the next level by enhancing your communication skills. For businesses, it is essential that you communicate effectively and efficiently with your customers in the marketplace. With our free course, you can create those lasting first impressions those lasting impressions by becoming a better communicator to be able to maintain customer relationships and encourage sales. You will also learn how to use iPads and computers effectively and creatively.

Supporting Sport (the skills you need to organise community sport)

Enable your sports club to go from strength to strength by enhancing the essential skills that are required to develop, run and support your club.

For sports clubs, it is important that your members are equipped with effective communication, numeracy and ICT skills, skills that are increasingly essential to the development, governance, regulation, running and success of your sporting club.

Maths or English

Be able to help your children with their maths or English schoolwork/homework. Pick up hints & tips that will help you master the subject. Improve your own maths or English skills and get that promotion in work or change your job.

Maths

Be able to help your children with their maths schoolwork/homework. Pick up hits & tips that will help you master the subject. Improve your own maths skills and get that promotion in work or change your job.

English

Be able to help your children with their English schoolwork/homework. Pick up hits & tips that will help you master the subject. Improve your own English skills and get that promotion in work or change your job.

ICT such as computers and iPads can be used to support the learning.

Learn new skills and gain a qualification up to Level 2.

To be eligible to access this training, you have to be aged 16 years+ and be employed or self-employed, working full-time or part-time hours even if it is for a half an hour per week.