

<b>COURSE TITLE</b>	<b>WOMEN FOR EMPLOYMENT</b>
<b>COURSE AIM</b>	This course is primarily aimed at women who have decided, or are in the process of deciding, to return to employment after a break of perhaps several years, and provides the necessary empowerment skills that enable them to face what could be a challenging situation.
<b>COURSE CONTENTS</b>	<ul style="list-style-type: none"> <li>• Course introduction and ice-breaking</li> <li>• Communication skills: verbal communication</li> <li>• Communication skills: non-verbal communication</li> <li>• Self-awareness and self-confidence</li> <li>• Improving self-esteem</li> <li>• Team work and team-building</li> <li>• Assertiveness and feedback</li> <li>• Decision making and problem solving</li> <li>• Learning skills and learning styles</li> <li>• Ethical values</li> <li>• Gender issues (2 sessions)</li> <li>• The work home balance</li> <li>• Work, success and the work ethic</li> <li>• Sexual harassment at the work-place</li> <li>• Time and stress management</li> <li>• Job-seeking skills</li> <li>• Writing a letter of application (2 sessions)</li> <li>• Drawing up a CV</li> <li>• Interview practice (2 sessions)</li> <li>• Presentation skills and practice</li> <li>• Customer care</li> <li>• ETC services</li> <li>• Health and Safety</li> <li>• Employment Laws</li> <li>• Starting a Business</li> <li>• Financial Literacy (2 sessions)</li> </ul>
<b>DURATION</b>	64 hours
<b>SCHEDULE</b>	Usually twice a week, mornings.
<b>VENUE</b>	At the ETC Training Complex in Hal Far. (or at times at Local Councils)
<b>ELIGIBILITY</b>	Be Literate and Numerate.
<b>FEE</b>	Nil
<b>CERTIFICATION</b>	Certificate of Attendance is issued by ETC

For further details please contact the ETC Training Complex, Hal Far on telephone number 22201100  
or email: [etc@gov.mt](mailto:etc@gov.mt)