

COURSE TITLE	JOB CLUB
COURSE AIM	This programme is to help participants who have been registering for a number of months to become equipped with certain soft skills and job-searching skills that will enable them to become more employable.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Self-Assessment 2. Job Searching Skills/ CV formulation and Letter of Application 3. Telephone Skills 4. Communication Skills/Public Speaking Skills 5. Interview Skills 6. Mock Interviews 7. Leadership & Teamwork Building 8. Gender Issues 9. Lifelong Learning
DURATION	30 hours
SCHEDULE	Two or three times a week, morning or afternoon.
VENUE	At the ETC Training Complex in Hal Far.
ELIGIBILITY	All those registering for work are obliged to attend this course. Clients are grouped according to age and qualifications.
FEE	Nil
CERTIFICATION	A Letter of Attendance is issued by ETC.

