

COURSE TITLE	JOB SKILLS
COURSE AIM	This is a course in Life Skills and Job-Seeking Skills, primarily aimed at registrants, in order to assist them in their search for employment by providing the basic skills required.
COURSE CONTENTS	<ol style="list-style-type: none"> 1. Self-awareness 2. Communication skills: verbal and non-verbal 3. Decision-making skills 4. Problem-solving skills 5. Assertiveness 6. Teamwork 7. Preparing a CV 8. Job-seeking 9. Interviews 10. ETC Services 11. Employment laws 12. Tourism Awareness 13. Making a Positive First Impression 14. Personal Hygiene and Grooming
DURATION	40 hours
SCHEDULE	Five times a week (for two weeks), mornings or afternoons.
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.

