

TheLightBulb

Ideas | Actions | Results

Effective Communication

**Do you have clients that are not job ready?
Do they need to learn how to communicate effectively?
Are they lacking in confidence and assertiveness?
Is their self-esteem low?**

If the answer is yes to any of the above questions, book them onto our 2 day City & Guilds accredited course, where they will learn:

- **Appropriate and professional conduct**
- **How to behave assertively**
- **Telephone skills**
- **Positive body language**
- **How to participate in a group**

And much more.

If your client completes our Communicating Effectively course, they could progress onto our Skills for Confidence programme and a choice of vocational courses.

This training programme runs over 2 days and is held at various locations throughout Essex and Suffolk.

If you would like to know more or to book a place for your client call
TheLightBulb on 01268 270648

This course is funded by the Skills Funding Agency (with matched funding through the European Social Fund) and is subject to the following eligibility criteria. Applicants must be over 19 before the 31st August, on Job Seekers Allowance or Employment Support Allowance in order to qualify. If you are claiming any other benefits then please contact us for advice.

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