

Redeployment Support Programme

Would you like to brush up on your personal skills, basic IT functional skills and your job searching skills?

As a redeployee, support is available to you to help you build on your knowledge and skills. You can gain these skills by reading information packs, carry out computer training via our E Learning* packages and by attending workshops.

To help us assist you in this development opportunity, please tell us what learning topics you are interested in by placing a tick in the box next to the topics...

<i>Place a tick in the boxes below to make your selection</i>	Information Pack	E Learning	Workshop
Employability Skills			
Creating / Writing a Curriculum Vitae			
Completing an application form			
Preparing yourself for a job interview			
<i>Please tick if you would like to attend a workshop for any of the following topics</i>			
Personal Skills			
Developing customer care & communication skills			
Developing assertive behaviour			
Developing time management skills			
Presentation Skills Training			
Functional IT Skills			
Using a computer: basic introduction			
Using & creating Word documents			
Using & creating Excel spreadsheets			
Using & creating Powerpoint			

Name		Department	
Personal number		Section/Workplace	
Day time contact number		Email	
Address			