

Confidence Building

Would you like to become more confident and learn how to improve your communication skills? If so, these courses may be just what you are looking for. Courses last for 10 / 12 weeks and new courses are held every term.

Putting Yourself Across (women only)

- increase your self confidence
- feel better about expressing your feelings
- learn how to communicate more effectively
- know more about resolving difficult situations
- find out about the importance of body language
- OCN accredited

Email, English and the Internet

A 12 week course to prepare you for the modern workplace, teaching you how to:

- send emails
- deal with telephone enquiries
- write reports
- take accurate notes
- research and gather information
- and much more!

Contact the Friary Centre for information on how to enrol:

Cardiff Basic Skills Service

The Friary Community Education Centre
The Friary
Cardiff
CF10 3FA

Tel: (029) 2022 7472 / 3

Fax: (029) 2022 7471

Email: friaryac@cardiff.gov.uk