

Skills for Work and Life

Location	Offsite
Course Type	Adult
Department	Community
Start Date	Wednesday 24th June 2026
Duration	Part-time, 0 Weeks
Time	13:00:00 - 15:00:00
Fee	£ 9.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	XPQ-CYXZ-1259

Course Overview

This course will run at Sale West Community Centre

In this workshop, you will learn the key principles of building confidence and communication to improve both personal and professional interactions. You will get practical tips on writing an effective CV and email, as well as boosting your public speaking skills. The session covers techniques for clear, confident communication and ways to engage your audience, whether in writing or speaking.

Location: Sale West Community Centre, Newbury Avenue, Sale, M33 4QW

Course Requirements

Basic level of spoken English

What You Will Learn

- Using positive language and tone in communication
- Building confidence for public speaking
- Techniques to engage and connect with your audience

Assessment

Tutor feedback/peer assessment/self-assessment

Progression

Functional Skills

Further study

Employment

Career Options

After completing this workshop, students can progress into entry-level employment, apprenticeships, or further study. The employability skills developed-such as communication, confidence, and teamwork-prepare students for a wide range of job roles and provide a strong foundation for future career development.

Mandatory Units

There are no mandatory units

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.