

**DDLETB ADULT
EDUCATION SERVICE &
SOUTHSIDE PARTNERSHIP**
Mounttown Community Facility



etb

Bord Oideachais agus Oiliúna
Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire
Education and Training Board



Personal Effectiveness QQI L3

Who is this course aimed at?

Southside Partnership & DDLETB are delivering this course for people who would like to develop the skills to use personal resources to meet the personal and social demands of their life.

What will I learn?

- What personal effectiveness means
- How to develop good personal skills in communication, assertiveness, time management, team working and planning
- To develop self-awareness and work more effectively in a range of situations

The class will take place in

Mounttown Community Facility

Time: 10.00—12.00

Day : Thursday for 20 weeks

Starting: Thursday 19th October 2017

End Date: Thursday 22nd March 2018

To register contact: Name: Lisa Sieger-Jamison, Southside Partnership
Phone number: 087 737 0372

Classes will not run during School Holidays

Additional Information: Participants are required to complete a registration form. *This class can only take place if we have 8 participants who want to take part so do reserve a place as soon as you can.