



Business Solutions

Want to be better at work? Want to get on? Let us help you get there...
It's your call!

Lost

Flashforward
(to a new you)

Our FREE bite size taster units can improve your current skills and even help you move into a new job role or an apprenticeship. If you're aged 16-24* and employed for 16 hours or more, you can pick and mix from the following training applications:



Develop team work, assertiveness and competitiveness.



You've cracked facebook & twitter - how about microsoft office ICT skills?



U can txt but how gr8 r u face2face? learn communication skills to help you in your working life.



Increase your awareness of the implications of drugs and alcohol on working life.



Improve your presentation, image and confidence skills.



Improve your customer service, hospitality and meet and greet skills.



Learn how to prioritise and organise your time, thinking skills & task analysis for problem solving.



Improve your money management, budgeting, cash/credit, working tills and stock taking.

Lots more to chose from – To find out more contact Business Solutions on 01695 52409.

*eligibility criteria will apply

www.skelmersdale.ac.uk