

### Skills for Scotland

Dundee College, through a European Social Funded (ESF) project called Skills for Scotland, is delighted to offer private sector businesses in Tayside the opportunity to develop their staff and their business **FREE OF CHARGE**.

The Skills for Scotland initiative focuses on personal development through practical interactive activities and reflective practice. This will involve individuals in gaining a greater understanding of themselves and their team with a view to enhancing performance.

The course will be delivered over a 4 day period which is tutor led.

Successful candidates will be entered for a nationally recognised award and at the end of the course encouraged to continue with their learning by achieving goals which will be documented on their own individual Personal Learning Plan (PLP).

### Course Content includes:

- Understanding myself and my team
- Managing change
- Leadership
- Communicating effectively
- Coaching
- Motivation

### Target Audience:

- New and existing first line managers and/or individuals carrying out a supervisory role
- Private sector organisations
- Tayside wide
- 250 or less employees

### Course Dates:

- 5<sup>th</sup> November 2009
- 19<sup>th</sup> November 2009
- 3<sup>rd</sup> December 2009
- 17<sup>th</sup> December 2009

**Venue:** The Overgate Learning Centre, 10<sup>th</sup> floor City House (opposite New Look)

Lines open at 10.30am on Wednesday 28<sup>th</sup> of October, to make a booking contact Maureen Cunningham in the External Relations Team at Dundee College on 01382 834874 or email [workingwithbusiness@dundeecollege.ac.uk](mailto:workingwithbusiness@dundeecollege.ac.uk)