

Business Skills Introduction Course

Course overview

If you are preparing to enter the job market or returning to work after a break and not quite sure which career path you would like to pursue, *Back in Business* could be for you! Over 6 weeks you will look at the various paths available including Business Administration, Customer Service and Retail, get a feel for the kind of jobs and careers on offer and decide what works best for you. You will also identify and develop the skills and characteristics you will need to secure that job!

What will I study?

You will:

- identify the skills required for each industry
- explore the jobs and careers in the different areas
- recognise the progression routes for each sector
- look at the benefits of working in a team

Assessment method

Throughout the course you will receive feedback from your tutor. You will be assessed using various assessment methods, including online and paper-based assessments, individual and group work. You will also learn the skills to self-reflect and evaluate your progress.

Entry requirements

There are no formal entry requirements.

What should I bring with me?

You will need to take notes so bring along your preferred tools such as pen and paper or an electronic device.

Key information

Code	Date	Time	Location	Full Fee	Concessionary Fee
2500CTP	Tuesday 15 September 2020 to Tuesday 6 October 2020	9.30am to 12.30pm	Dagenham	£31.00	£16.00
2501CTP	Tuesday 20 April 2021 to Tuesday 11 May 2021	12.30pm to 3pm	Dagenham	£31.00	£16.00

Possible next steps

Following the successful completion of this course, you will be supported to enrol on to the most suitable course for you. This may include Business Administration Level 1 Certificate, Digital Skills or Employability courses.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722