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Skills for Employability: Part 2: Moving into Employment

By Rosalie Marsh

Christal Publishing, United Kingdom, 2012. Paperback. Book Condition: New. 214 x 140 mm. Language: English . Brand New Book ***** Print on Demand *****.This is the fourth of the new Lifelong Learning: Personal Effectiveness Guides by Rosalie Marsh, which draw from her extensive skills industrial experience in sales management and work-based learning in adult and further education. In two parts, Skills for Employability focuses on some of the skills you need in order to impress an employer, stand out from the rest, become and stay employed, and enhance your future. Part Two looks at the standards of behaviour and requirements of employers: introduction to health and safety in the workplace and Employment Rights and Responsibilities (ERR); the business environment - good working relationships; the importance of good customer service. Important aspects of managing your money and healthy living are also covered and prompts to learner to ask Where do I go from here? as they look to other development opportunities. Each chapter details the learning outcomes and relevance to other qualifications linked to the Qualification Credit Framework (QCF). At the end of each topic, there will be a series of short practical activities for self assessment for learners to see...



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