

**DATE(S):**

V1009

**1,8,15,22,29 March;**

**12,19,26 April;**

**10 & 17 May**

**Venue:**

**PHEW Centre**

52 Bartholomew Street,  
Exeter EX4 3AJ

**Times:**

**1:30pm to 4:30pm**

**Cost:**

**£75.00**

**£20.00 (concession)**

**Lead Teacher:**

**Georgina Couch**

**Course Level:**

**1**

Entry

Level = Pre-GCSE

Level 1 = GCSE D to G

Level 2 = GCSE A to C

Level 3 = A Level

Standard

This course is an accredited, course and there will be criteria that you need to meet in order to attain the qualification. You will need to also meet certain Learning Skills Council requirements in order for us to draw down the funding for your place. You will be asked to complete a form saying that you will pay any money we are unable to draw down by your not meeting the criteria.

# Communication Skills Course

Communication is an essential skill to master and is used in everything we do. This ten week course looks at the different types of communication including verbal, non-verbal, written, body language, becoming more assertiveness.

We will also look at listening skills and the importance of active listening.

**During the course, we will work on the following modules:**

- Demonstrating Speaking and Listening Skills;
- Developing Group and Teamwork Communication skills;
- Developing own Interpersonal Skills;
- Improving Assertiveness & Decision Making.

This course will be very practical and learners will be fully supported and encouraged to take part wherever possible.

In addition to the taught part of the course, learners will need to undertake some personal study. The amount is dependent on the learner, but is likely to be around 2 to 3 hours a week.

Learners will also be given the opportunity to have a 1:1 tutorial with the tutor and email support as and when required to help them achieve the criteria.

Once the course has finished, learners will have six weeks to submit a portfolio for assessment, however, extensions area available if required.

Full support will be given to enable learners to meet the criteria.

Once the criteria is met, learners will receive two certificates:

- Communication Skills;
- National Open College Network Level 1 Certificate in Progression;

**For further information about any of our Learning and Development opportunities, please do not hesitate to contact us.**