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Skills for Employability Part Two: Moving Into Employment (Lifelong Learning: Personal Effectiveness Guides)

Rosalie Marsh

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Skills for Employability Part Two: Moving Into Employment (Lifelong Learning: Personal Effectiveness Guides) Rosalie Marsh
This is the fourth of the new Lifelong Learning: Personal Effectiveness Guides by Marsh. For the home learner or as a support material for learning programmes, this user-friendly workbook is for learners of all ages with a wide range of abilities. Skills for Employability Part Two - designed to be read in bite-sized chunks - looks at the standards of behaviour and requirements of employers, which include Employment Rights and Responsibilities (ERR) and an introduction to health, safety, and security in the workplace. It goes on to include the business environment, the importance of good customer service, managing your money, healthy living, and progression or 'Where do I go from here?' This user-friendly workbook is illustrated with tables and colour images. It includes live links and resources to enhance the learning experience.

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