Courses from Asset Training

Eligibility  *Must be 19+ and receiving: JSA, UC or ESA WRAG

WAREHOUSE AND FORK LIFT
This is a sector specific Warehousing and Fork Lift Truck course, receiving a Reach or Counterbalance FLT certificate.
This course is delivered two days a week for three weeks and one full time week for the FLT Training.

BUSINESS ADMIN SKILLS
As part of this Business Admin course individuals gain knowledge covering aspects of how to work in an office environment. This will also cover telephone etiquette and how to speak to a customer or potential employers on inbound and outbound calls.
This course is delivered two days a week for four weeks

FIRST STEPS TO ICT
This course covers how to use email effectively, searching and applying for jobs and how to efficiently use Universal Job Match.
This course is delivered two days a week for four weeks.

Please Call: 0151 706 0586
or: 01704 566956