



Aiming For a Brighter Future

# EMPLOYED ESSENTIALS SKILLS

**'YOUR FAST TRACK TO  
CAREER SUCCESS'**



'Orange Bow and their experts have created a course that will make a real difference to both people looking to grow and succeed in demanding workplaces and employers looking for their staff to hit the ground running.' *CV People Africa*

**70%**

OF EMPLOYERS FIND  
IT **VERY DIFFICULT**  
TO FIND THE  
DESIRED  
SOFT SKILLS

SOFT SKILL  
INTENSIVE JOBS  
WILL GROW

**250%**

**FASTER THAN  
OTHER JOBS**

**60%**

OF EMPLOYERS  
FIND SOFT SKILLS  
**VERY SIGNIFICANT**  
WHILE HIRING AN  
EMPLOYEE

# EMPLOYED ESSENTIALS SKILLS

Make your dream job a reality by **learning the skills** to master your career.

Organisations want employees with the knowledge to do the job and the skills to be effective in a workplace environment. Essential Business Skills will give you the confidence to bring together these two fundamental elements of success, putting your knowledge into practice.

This is an inclusive, short and cost-effective course developed in the UK with our experts that is fully certificated.

This course is accredited by CPD (Continuing Professional Development).

‘Through engagement with this programme; learners will be exposed to concepts and techniques which will enable them to become more productive in their working environment or to provide some of the knowledge; skills and competences which will help them gain employment.’

**CPD (Continuing Professional Development)**



## BENEFITS FOR YOU

- Backed by industry bodies and recruiters
- Master essential work skills
- Short and flexible content for fast learning
- Outstanding value
- Engaging and practical activities
- Builds confidence
- Official certificate on completion

## COURSE CONTENT

### Developing Key Competencies:

- Time Management
- Problem Solving
- Decision Making
- Report Writing
- Presentation Skills
- Coping with Organisational Change
- Critical Thinking

### Working with Others:

- Emotional Intelligence
- Conflict Resolution
- Motivation: Self and Others
- Teamwork
- Leadership
- Coaching and Mentoring
- Networking

## ENHANCES YOUR

Communication skills, self-confidence and ethical behaviour

## CONTACT US:

To locate a centre to enrol on our Essential Business Skills course please Ryan:

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**ENDORSED BY:**

