

IRD Kiltimagh Ltd.

Media Release

14th January 2011

FAS Training Courses in Kiltimagh

FAS is proposing to run two short training course in the Kiltimagh area commencing in April / May of this year.

Course 1: Sales Representative: This is a 15 week full time course which aims to provide businesses with trained Sales Representatives. The course will provide the trainee with the skills and knowledge in customer relations, sales techniques, sales preparation, information technology, market research, quality, consumer legislation, contract law and to develop their attitudes, personal effectiveness, and job seeking skills which will enable them to seek employment as a Sales Representative.

Course 2: Starting with Computers: This course will enable learners to gain the skills, knowledge and competencies, to carry out a range of tasks using word processing and spreadsheet software. They will work with internet and email performing a range of practical and related tasks, in addition to underpinning knowledge of Information Technology and Terminology. Trainees will also learn the art of touch typing and gain a speed of 15 wpm. This course is full time and will take place over a 12 week period.

The courses are subject to FAS terms and conditions. Further information is available from FAS or from the IRD Kiltimagh Ltd. website www.ird-kiltimagh.ie. Follow the link from the front page. You may also contact the IRD Office for further information.

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