

# WORK SKILLS & MARKETABLE JOB SKILLS

If you'd like to get a better idea of how we can help you, please contact us to arrange a meeting.

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IF IT'S  
EDUCATION  
IT'S...

ITS

## WHY TAKE A COURSE WITH ITS?

We understand the importance of flexibility around busy lifestyles and hectic work schedules. Our courses are designed to fit around your life and your office needs. We can arrange a schedule that suits you or your staff.

## IT'S FUNDAMENTAL

### JOB SEEKERS

If you're looking for work, it's very important that you and your resume stand out to employers. Topping up your skills, even if you are in a stable job, can be a great way to advance in your career and boost your confidence.

### CORPORATIONS

At various times you will want to help your staff to upgrade their skills. ITS is adept at listening to you as an employer so we can deliver the courses you want for your staff.

ITS offers a range of courses for personal career development tailored to a range of specific needs. Many of these courses lead to internationally recognised qualifications.





# CAREER IMPROVEMENT

## IMPROVE YOUR MATHS SKILLS

If you missed out on getting a Maths qualification at school, the internationally recognised IGCSE and GCE A-level Maths exams are a great way to show employers that you have the Maths skills they're looking for. Even if you don't want to sit the exam, studying certain Maths modules with a qualified teacher may also prove useful for your job.

Before you start, we'll check what skills you already have in different areas, for example measurements, money, or handling data. This helps us to customise a suitable course to meet your specific learning needs, so you don't waste time studying something you already know. We'll help you gain the essential Maths skills you need for your job.

## IMPROVE YOUR ENGLISH SKILLS

Brushing up on your English skills or studying for an internationally recognised English language certificate can improve your speaking, writing and overall communication skills for business.

## MANDARIN FOR BUSINESS

From an intensive one-to-one Mandarin language course at one of our schools to an in-company Mandarin language training course at your office, ITS can help you and your organisation with a language course that meets your needs. Our Mandarin courses are highly personalised and designed to improve your Mandarin communication skills, whether your focus is social, business, financial, or legal.

### MANDARIN COURSE CONTENT

The content and format of your Mandarin language course will depend on your objectives and proficiency in Mandarin. Whether your level is beginner, elementary, intermediate or advanced, key topics covered in all our Mandarin courses include:

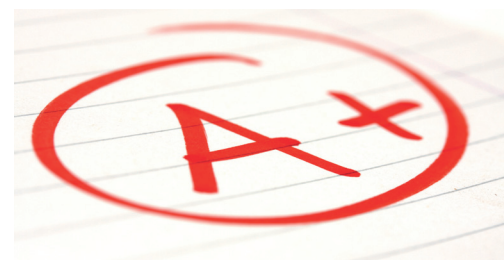
### TOPICS COVERED IN OUR COURSES

- Spoken fluency
- Listening skills
- Pronunciation and accent
- Reading skills
- Telephone skills in Mandarin
- Email skills in Mandarin
- Presentation & negotiation skills

\*Further to these courses we also offer one-to-one language classes in Cantonese, Spanish and French. If there is any particular language skill you need help with for your job or career advancement, please contact us and we will help customise a course for you.

### WE OFFER TRAINING COURSES AND PREPARATION FOR THE FOLLOWING INTERNATIONALLY RECOGNISED EXAMS:

- BEC – Cambridge English Business (Higher Level)
- BULATS – Business English Testing Service (Reading/Writing & Speaking)
- IELTS – International English Language Testing System
- ICFE – International Certificate in Financial English
- ILEC – International Legal English Certificate
- PTE – Pearson Test of Academic English
- IGCSE English – International General Certificate of Education



As every student and company is different, we will help you determine which of these qualifications is best for you. In addition, we are able to tailor courses specifically to corporate needs according to company structure, culture and industry. We have a wealth of experience working with companies in the Financial, Food & Beverage, Engineering and Pharmaceutical industries for all staffing grades and communication purposes.

## IMPROVE YOUR ACCOUNTING SKILLS

ITS Accounting Courses can help you achieve a GCSE or A-level in Accounting, or you can learn the basic principles of accounting if you have no prior knowledge.

Courses typically focus on finance, terminology, revenue, expenses, net income, the accounting equation, debits, credits, balancing the accounting formula, the accounting structure, the accounting cycle, journals, ledgers, the trial balance and more. We deliver engaging lessons to build your accounting skills or help you achieve an internationally recognised qualification.

For individuals wishing to improve both their bookkeeping and accounting or companies looking to train bookkeeping and accounting staff, ITS runs a range of MYOB Accounting Courses.

[www.tuition.com.hk](http://www.tuition.com.hk)

# SKILLS UPGRADE

ITS Career Starter, in collaboration with Career+, offers a range of courses for young professionals new to the workplace and looking to build the foundations of a successful career.

The Career Starter course gives university graduates and those early in their career the range of skills necessary to get established, such as how to learn a new role, understanding roles and responsibilities and providing value, effectively working with colleagues,

managers and clients, and developing a positive working style.

Courses for Individuals or Corporations cover areas such as: organisation and time management, giving a presentation, communication, and client service skills amongst others via a participative approach to training.

We'll provide certification which is valid for CPT or CPD points accumulation.

