

DEVELOP YOUR CORE SKILLS. YOU'LL GO A LOT FURTHER.

If you get a bit stuck with counting or solving problems, or could be more comfortable with communication, working with others, or have little or no idea about IT, you need to brush up on your **Core Skills**.

So get your head around them. And go further.

Campsie Glen via Kirkintilloch				
Mondays to Fridays (except Public Holidays)				
Destination	Service Number	175	176	177
Campsie Glen	0619 0619 0619	0701	0702	0703
Linnostown Cross	0619 0619 0619	0701	0702	0703
Kirkintilloch, Town Centre	0619 0619 0619	0701	0702	0703
Kirkintilloch, Cross	0619 0619 0619	0701	0702	0703
Bushyburn, Shopping Centre	0619 0619 0619	0701	0702	0703
Glasgow, Buchanan Bus Station	0619 0619 0619	0701	0702	0703



Communication includes:

- Writing things in a way others can understand.
- Making sure people understand what you are saying.
- Making sense of a complex leaflet/textbook or formula.
- Taking part in discussions, writing letters, phoning people.

Information Technology includes:

- Using the internet and e-mail to find and deliver information.
- Preparing reports and presentations using software.
- Using a CD-ROM to get information.

Numeracy includes:

- Reading complicated graphs or timetables.
- Working with money and measurements.
- Reading maps and drawing diagrams.

Working with Others includes:

- Looking out for other people in your group.
- Dealing with disagreements.
- Planning how to tackle a difficult task as a group.
- Working out how well your contribution to group work went.

Problem Solving includes:

- Organising and planning your work.
- Managing your time to meet deadlines.
- Following through on an original idea.
- Learning from your first shot at something, so you can do it better.
- Breaking a task down into several steps to make it easier to tackle.



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