

## **MULTIPLY: MANAGING YOUR TIME AND FINANCES**

[courses@hounslow.gov.uk](mailto:courses@hounslow.gov.uk)  
[www.hace.ac.uk](http://www.hace.ac.uk)

### **WHY is Multiply for Professional Development important?**

This course aims to build your confidence in maths using an informal, fun and communicative approach. The course has been designed to help you identify how to manage your time and finances.

The course will provide learners with an opportunity to develop their professional skills for employment.

### **WHAT are the course learning outcomes?**

- To identify how you can manage your time effectively.
- To understand the cost of travel in and around London.
- To calculate your expected weekly/monthly pay.

**WHERE is the course being held?** Hounslow House

**HOW long is the course?** 4 weeks

**Course Fee:** FREE

***Please note:*** To successfully complete the course you must commit to 100% attendance and punctuality in order to achieve a certificate.

***If you need any additional support, please call us: 0208 583 6000***

# Multiply

**We can also provide you with information, advice and guidance for employment or further learning.**

- ▶ Please speak with your tutor or
- ▶ Call 020 8583 6174 to speak to an advisor or
- ▶ Email [work@hounslow.gov.uk](mailto:work@hounslow.gov.uk) or
- ▶ Visit [www.workhounslow.co.uk](http://www.workhounslow.co.uk)