



Training for Volunteers and Service Users

Works 4U offers training that will build the confidence and skills of your volunteers and service users. Training can be delivered for a maximum of 12 delegates

- Introduction to becoming a volunteer
- Communication skills
- Health and safety for volunteers
- Listening skills for volunteers
- Presentation and public speaking skills
- Stress management
- Time management
- Assertiveness
- Confidence building

Pre-employment training

We also offer pre-employment training for volunteers and service users who are looking for paid employment.

- How to write a winning CV and cover letter
- Job searching skills
- Completing application forms
- Preparing and excelling at interviews

Costs

External courses

£40 per delegate

In-house/On-site courses (maximum 12 delegates)

£500

Want to discuss your training needs? Contact Doreen on 020 8741 9876 or email doreen@works-4u.com

- Courses are run by experienced trainers and include all course handouts and certificate of completion
- Costs for external courses excludes refreshments, lunch and venue hire