

Course overview

Come and join us and develop the skills you need to volunteer or work within your wider community.

This course will build your confidence around communicating with people in more formal situations at work. It can help you to feel more confident about everyday interactions that happen in a work environment. We will help you to build on your existing skills and provide opportunities for you to practice your skills and become more confident interacting with people you do not know.

What will I study?

- Identify your experience with work situations
- Developing your formal communication skills
- Developing your confidence in new settings and with new events
- How what we can do and say changes in different settings
- Safe ways to start a conversation with a stranger
- Making independent choices

Assessment method

Your tutor will give you verbal and written feedback throughout the course. You will also take part in Q&A sessions and discussion to share and review ideas. You will also receive verbal feedback to build confidence making choices and decisions.

Entry requirements

You must be able to:

- Participate in class activities
- Work with others
- Follow instructions

What should I bring with me?

You will need to bring pen, pencil, ruler, paper and a folder to each lesson.

Key information

You do not have to be volunteering in order to take this course

Possible next steps

During this course, you will be given advice and guidance on other courses suitable for you and your personal goals.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722