

We provide a wide range of guidance and support to help each trainee reach his or her full potential.

Project Aims

- To develop individual basic skills.
- To prepare trainees for work in the community.
- To teach underpinning skills and knowledge needed for work.
- To develop an awareness of responsibility in a work situation.
- To maximise independence.

Communication

- Customer contact and liaison.
- Marketing.
- Interaction with others / team building.
- Equal opportunities and individual rights.
- Group discussions.
- Interviewing techniques.
- Reception duties.

Basic Skills

- Reading, writing and other strategies for communication.
- Training plans to develop and improve own learning.
- Counting, money handling and form filling.
- Time keeping.
- Information Technology.
- Health and Safety.

Attendance

- 9.30am to 3.00pm
- all year except for Bank Holidays, training days and one week over Christmas

**A trainee placement
is £60.**

Come along and visit us, meet the staff, see what we're up to.
We guarantee you will be inspired.

Call and make an appointment today
or ask for our full information pack

01635 778120
email: jane.hall@wbmencap.org

**busy
busy
busy**

**hands
mind
learning**

**“ I like packing
the cards it is
my favourite
job ”**

Claire - Link Up



Link-Up Work Skills Project





"I like everyone
working round the
table together."
Chris



learning about life...

We'd like to introduce you to our work skills project "Link-Up", which has been going strong since 1995

At Link-Up we produce real work for real customers. For our trainees, this translates into real satisfaction. We keep them busy, all day, learning, picking up new skills, gaining independence.

They are assessed across a broad variety of skills and activities, including making the morning and afternoon drinks, cleaning and tidying, and develop a portfolio of evidence as a record of all their achievements.

All trainees receive a therapeutic subsistence allowance, which is currently £4 per day.

The Slater Centre, Unit E, Hambridge Road Industrial Estate,
Newbury, Berkshire, RG14 5SS

A West Berkshire Mencap Charity 1076658
Limited by Guarantee 3790942

...in a real **world**