

Office Workshop – Training Programme in the Training Company Makes You Fit for the Office!

Fancy some office work? The “Office Workshop” qualification programme is a good introduction to commercial and office-based professions. You will learn and be trained the most important processes in the company under authentic conditions in the virtual company. You’ll get a taste of all the departments that exist in real companies and understand all the important interrelationships almost as a side effect!



What do you personally gain from this?

This programme qualifies you for a wide range of activities in the commercial sector. In the virtual training company you will recognize

- which areas you particularly enjoy and
- where your personal strengths lie.
- You will acquire important key skills and strengthen your ability to work in a team.

This will prepare you for further training or direct employment in the commercial or office technology sector.



How you can take part

Are you interested in this qualification? Talk to your job centre agent in Verden! Perhaps your supervisor can register you directly and will soon let you know when and how you can continue. The “Office Workshop” qualification measure is ideal for the long-term unemployed and recipients of SGB II benefits, as well as for refugees with access to the labour market.



Project time

Monday to Thursday 8.00 am to 2.00 pm, part-time roles are available.



Location

Hamburger Str. 56, parking spaces for cars and bicycles are available.



Your qualification as a participant

These days, not everyone who works in an office is really qualified for it. With this qualification, you will acquire important knowledge and skills that will facilitate your successful entry into the office. The authentic simulations and the tangible practical relevance make this training programme so exciting and valuable for a successful (re)start in your career.

As a participant you will receive ...

You will receive the following documents after completion of the course:

- 1 Certificate of attendance
- 2 Job reference



Contact person

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