

Introduction and Project Overview

Project ID: 20325645

Project name: Thrive Through the Crisis

Brief Project background:

Over 70 individuals in Harlesden, Stonebridge, and Kilburn took part in surveys, street interviews and drop-ins during January–March 2024. They shared how shame, misinformation, and economic pressure affected their choices. Several said they had “given up on looking for support” or were “afraid to ask questions.”

The follow up.

Outcome of the research findings was submitted, and it was supported by the National Lottery Award for All with £20,000.00 funding. The Funds reached our account on 05th September 2025. Trustees met on 5th October 2025 to discuss and plan project activities going forward. Considering this as a pilot project, the board of trustees agreed to focus on job search skills and building confidence and encouraging participants to benefit from the program for their long-term sustainability.

After realizing that most of the community members we approached during our survey period were unemployed, The Board of trustees recommended the following action plan and tasked the director to develop a timetable for outreach, participant recruitment, identifying and engaging a project coordinator, two sessional workers, identifying and booking local training venue after drafting the attached flyer for printing and circulation in the London Borough of Brent. The flyer received a very warm reception from the target community, which helped with recruitment of the first 12 people to be the first training group and followed by the 2nd and 3rd groups. In total 43 people were trained on this programme. Below is the course content, video clips of the participants and their feedback.

Graduation event was held for the course participants (pictures attached), and they invited their family and friends to the ceremony which ended with a good dinner.

Please see some of the pictures for the graduates.

Work Skills Course Completion Report

Course Duration (6 Weeks)

Course Aim

This program was designed with an action-oriented and impact-focused structure to equip participants with the essential employability skills, knowledge, and confidence required to secure employment and succeed in the workplace. Throughout the course, participants developed practical workplace skills, improved communication, enhanced job application techniques, and created a personal career development plan, elements which directly impact career longevity, team productivity and financial growth.

Course Summary

The participants successfully completed all six weeks of the Work Skills Course, actively engaging in classroom discussions, practical exercises, individual tasks, role play, assessment and career planning through to interview preparation and long-term career development.

Weekly Learning Outcomes

Week 1 – Self-Assessment and Career Direction

The participants completed a comprehensive review of their strengths, transferable skills, interests, and career aspirations. SMART career goals were established for both the short term 1 year and a longer term 5 years. Career research activities enabled the participants to explore suitable employment pathways while gaining an understanding of workplace essentials and employer expectations.

Activities Completed

- Skills inventory assessment.
- Career interest and personality questionnaire

- Development of one-year and five-year career goals
- Research into two potential career pathways

Outcomes Achieved

- Increased self-awareness
- Clearer career direction
- Personal development objectives established.

Week 2 – Communication Skills

During this week, the participants developed professional communication skills required within the workplace. Emphasis was placed on verbal and written communication, active listening, professional email writing, workplace etiquette, and conflict resolution. Practical exercises, improved confidence when communicating with colleagues, customers, and employers.

Activities Completed

- Professional email writing exercise
- Workplace role-play scenarios
- Elevator pitch practice
- Active listening exercises

Outcomes Achieved

- Improved verbal communication
- Enhanced professional writing skills.
- Greater confidence in workplace interactions

Week 3 – Teamwork and Professionalism

The participants explored the importance of teamwork, accountability, professionalism, workplace ethics, and effective time management. Collaborative learning activities encouraged problem-solving and demonstrated the value of reliability and positive workplace behavior.

Activities Completed

- Team project
- Time management planning exercise
- Workplace case study discussions
- Professional behavior scenarios

Outcomes Achieved

- Improved teamwork and collaboration
- Better understanding of workplace expectations
- Increased organizational and time management skills.

Week 4 – CV, Job Search and Applications

This week focused on preparing effective job application materials. The participants created or updated a professional CV, produced a tailored cover letter, explored job search strategies, and developed an understanding of interpreting job descriptions and using professional networking platforms.

Activities Completed

- CV creation and review
- Tailored cover letter writing
- Job vacancy research
- Peer review of application documents

Outcomes Achieved

- Professional CV completed
- Job-ready application documents prepared
- Improved understanding of effective job searching.

Week 5 – Interview Skills

The participants gained practical interview preparation through mock interviews and structured practice using the STAR technique. Sessions focused on confidence building, responding effectively to competency-based questions, and demonstrating appropriate professional behavior during interviews.

Activities Completed

- Mock interview sessions
- Behavioral interview practice
- STAR technique exercises
- Video review and self-evaluation

Outcomes Achieved

- Increased interview confidence
- Improved ability to provide structured responses.
- Enhanced interview presentation skills

Week 6 – Workplace Success and Career Growth

The final week focused on sustaining long-term employment success. Topics included workplace etiquette, stress management, receiving constructive feedback, continuous professional development, networking, and adopting a growth mindset. The participants completed a personal development plan outlining future learning and career progression.

Activities Completed

- Personal Development Plan
- Workplace readiness checklist
- Career networking plan
- End of course reflection.

Outcomes Achieved

- Career development strategy established.
- Improved workplace readiness
- Commitment to continuous learning

Additional Skills Covered

The participants also received an introduction to several supplementary workplace skills, including:

- Microsoft Office and Google Workspace fundamentals
- Basic financial literacy
- Workplace health and safety awareness
- Customer service principles
- Professional digital communication
- Effective organization and productivity skills

Overall Achievements

By the end of the program, the participants demonstrated the ability to:

- Identify personal strengths and transferable skills.
- Set realistic and achievable career goals.
- Communicate professionally in workplace settings.
- Work effectively as part of a team.
- Demonstrate professionalism and accountability.
- Manage time effectively.
- Produce a professional CV and tailored cover letter.
- Conduct effective job searches.
- Prepare confidently for interviews using the STAR method.
- Develop a long-term personal and professional development plan.
- Understand employer expectations and workplace behavior.

Final Evaluation

The participants successfully completed the 6-Week Work Skills Course and demonstrated consistent engagement throughout the program. Practical activities, reflective learning, and employability-focused exercises contributed to the development of essential workplace competencies.

The participants have shown increased confidence, improved communication skills, enhanced job search techniques, and greater readiness to enter and progress within their various areas of employment. They have developed the knowledge and practical skills necessary to pursue employment opportunities and continue their personal and professional development.

Overall, the participants met the objectives of the course and are considered better prepared for the demands of today's workplace.

Course Status: Successfully Completed

Overall Outcome: Achieved

Recommendation: The participants are recommended to progress into employment, apprenticeships, vocational training, or further education while continuing to build upon the skills and knowledge gained during this program.

We culminated the course with a graduation and award ceremony, where participants shared their heart felt testimonial of how the course have impacted them.

From: AFE@tnlcommunityfund.org.uk <afe@tnlcommunityfund.org.uk>

Sent: 21 August 2025 09:49

To: William Gemegah <william@chatrust.com>

Cc: dansu.conteh@gmail.com

Subject: Good news- you got the funding Community Health Action Trust, 20325645



Project ID: 20325645

Project name: Thrive Through the Crisis

Hello WILLIAM

Congratulations, we're going to fund your idea

We're really happy to tell you we will be funding your project following your application to the National Lottery Community Fund.

This means The National Lottery Community Fund is giving Community Health Action Trust £20000 to help your community thrive.

We'll send the funding to your bank account

You should see the funding in your organisation's account in the next couple of weeks. So you can start spending it on the activities you told us about in your application as soon as it's in your account.

Check the terms and conditions

Our National Lottery funding is public money. So your funding comes with terms and conditions on how it can be used. You agreed to comply with these when you applied for this funding.

Before starting your project you should read and understand these [terms and conditions](#).

Keep records of your spending and your receipts

You must keep records of all the things you spend your funding on **both** while your funding is still in progress **and** after your funding has ended. If you fail to provide us with evidence of your spending when we ask to see it, we will ask you to repay the funding to us.

You can find more information on how you should manage your funding and how long you should keep records for in our [financial controls and financial governance guidance](#).

Managing your grant

You do not need to send us any project updates unless we ask you for them. Read about what sort of records you need to keep in our [guidance on managing your grant](#).

It's important you tell people your funding came from The National Lottery

This will help as many people as possible see how the money raised by National Lottery players supports people and communities to thrive.

To help do this you can:

- [download and use our logo](#)
- [order free branded materials](#).

Sharing your story

Telling everyone where your funding came from will also help you spread the word about your project, and the great work you're doing in your community.

We'll publish the good news on our website. We may give a summary of your funded project, and others like it, to local media.

You can share the good news about your National Lottery funding with your community and local MP before we publish anything. For help with this read our [guidance on promoting your project](#).

If you use social media

We'd love to hear more about your project on social media. Follow us or tag us in your posts using our:

- [Facebook](#), or tag TNLCommunityFund
- [Twitter](#), or tag @TNLComFund
- [Instagram](#), or tag TNLCommunityFund

If you want to share images or videos of people taking part in your project

Make sure you get their consent first. You'd normally do this with a consent form. Once you have the photos make sure they're stored safely.

We'll keep in touch

We'll keep sending you email updates. They should help you with things like:

- how to publicise your funding
- information on other funding
- ideas and tips on projects from other fund holders.

And last, but not least - well done

Congratulations on your project funding. And thank you for everything you do to support your community.

Get in touch if you have any questions at all

You can call us on 0345 4 10 20 30 or email us at GrantManagement.BC@TNLCommunityFund.org.uk

Best wishes,
Julie Galano
Head of Funding