



Skills Training for Volunteers and Interns

Books2Africa is committed to developing skills and giving back to staff and volunteers. The charity organises a monthly **Skills Training Day** held via Zoom that brings guest speakers from various industries to share their experiences as well as interactive brain-storming sessions geared towards problem-solving and developing entrepreneurship and employability skills for participants.

In addition to the above, the following on-the job trainings are also provided:

Training	Requirements
Induction Training	Compulsory for all new staff and volunteers
Safe Manual Handling	Compulsory for staff and volunteers working at the Processing Centre
Inventory Management	Compulsory for staff and volunteers working at the Processing Centre
Logistics Training	On demand after 50 hours of volunteering
Sales Training	On demand after 50 hours of volunteering
Multimedia Training	On demand after 50 hours of volunteering
Rare Books Training	On demand after 50 hours of volunteering
IT Refurbishing Training	On demand after 50 hours of volunteering
Admin Training	On demand after 50 hours of volunteering
Digital Marketing Training	On demand after 50 hours of volunteering
Online Fundraising	On demand after 50 hours of volunteering

Company Policies and COVID Risk Assessment:

Books2Africa has adopted a set of policies to protect the health and safety of all employees and to ensure high standards of conduct, performance, and service. These policies include but are not limited to: *Volunteering Policy*, *Confidentiality policy*, *Grievance Procedure policy* and *Health and Safety policy*. We have also made our Processing Centre COVID secure by implementing social distancing measures, providing hand sanitizers, PPE among other things. You are required to read these policies and take all necessary steps to ensure that they are properly observed when working at Books2Africa. These policies as well as our COVID risk assessment can be downloaded at <https://books2africa.org/books2africa-company-policies/>