Work-Readiness
Training

Course Description

This course has been developed to assist job seekers to enhance their own career development, allowing them to learn precise skills and knowledge to improve performance and teaches valuable skills that will assist job seekers in not only feeling empowered but more confident in what they do as well. The work-readiness training equips the beneficiaries with the necessary skills to function in the workplace. The main purpose of this work-readiness programme is to help potential employees to understand the work and business environment. This training will offer beneficiaries a set of skills and behaviours that are necessary for any workplace and business. These abilities help employees learn how to interact with managers, co-workers, and employees as well as survive in the world of work.

Target Group

Our Work Readiness Programmes are specifically designed to empower the youth, inexperienced candidates with commonly expected skills that employers seek from employees. Essentially creating a bridge between the time one takes to naturally learn from experience on the job, to receiving instruction beforehand, not making the same mistakes as well as basic computer skills. Our programme effectively gives potential and new employees a head start.

Learning Outcomes

• Understanding Emotional Intelligence,
• Self-awareness and self-expression
• Social awareness and interaction,
• Emotional management and control,
• Adaptability
• Management of personal finances,
• Self-motivation and people skills,
• Study skills and management of time,
• Demonstrate knowledge and understanding of self as a unique individual,
• Workplace skills,
• Using a variety of strategies to deal with life situations,
• Customer service basics and managing customers,
• Attitude in the workplace,
• Enhancing customer service skills,
• Personal skills analysis,
• Career plan and applying for a job,
• Writing an effective Curriculum Vitae,
• Interview tips,
• Active listening,
• Administering financial implications, and
• Operate a personal computer and basic computer skills.

Learning Delivery Method

This training is an instructor lead virtual or classroom-based training, for minimum group size of ten (10) delegates.

Assessment

Formative and Summative Assessment.

Unit Standard Alignment

SAQA ID	US Title	NQF Level	Credits
243189	Manage personal finances	1	8
15091	Plan to manage one's time	1	3
116932	Operate a personal computer system	1	4

Duration

Maximum 5 days

Cost

Prices are provided on request.

All our programmes can be customized to meet the client's need. We remain committed to offer and deliver fit for purpose training.

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