



TRAINING PTY LTD

CREATING SUSTAINABLE CHANGE

WORK READINESS TRAINING



CONTENT OVERVIEW

The Work Readiness training targets individuals, particularly young people, who are currently not in employment, education, or training (NEET) or recent graduates. This training empowers participants to become more confident in becoming economically active and securing better livelihood prospects. It provides the skills and tools individuals need to access and retain employment opportunities, such as creating a CV, interview skills, financial literacy, career guidance, communication skills, time management, professional behaviour, and customer service.



Training Outcomes

- Enhanced employability
- Professional mindsets & work ethics
- Effective job search tools & strategies
- Financial literacy
- Customer-centric skills
- Productive work habits



Target Audience

- Unemployed individuals
- Youth
- Graduates & interns
- Vulnerable community members



Course Structure

- Prerequisite recommendation: Leadership for Life training
- 4-6 days in-person training
- Follow-up mentoring (career guidance, application assistance & savings clubs)
- 20-30 participants per group



Certification

- Certificate of participation upon completion
- Course content SAQA alignment: ID 8964, 15091, 114959, 114974



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Module 1 – Participant Profiling

- Livelihood profiling
- Personality and personal passions profiling
- Skills audit
- CV drafting
- Job Matching

Module 2 – Work Readiness Skills

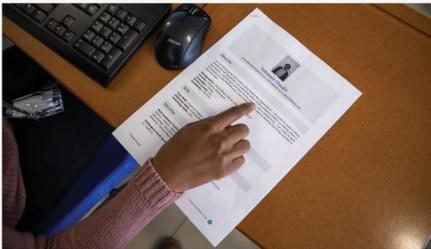
- Basic interview skills & self-confidence
- Basic ethics and professional behaviour
- Communication
- Time management
- Customer service

Module 3 – Financial Literacy

- Financial principles
- Budgeting
- Savings and saving plans
- Opening a bank account

Module 4 – Basic Career Guidance

- Careers overview
- Exploring education options
- Career path self-assessment
- Tertiary application process
- Exploring funding opportunities



TESTIMONIAL

"I have learned a lot from the training. When I first attended the programme I was in a place of hopelessness, I was lost and confused, not knowing where I can find employment. The work readiness training has equipped me to be a young professional and employable lady, to become independent and to make a success of my life. The facilitators believed in me and thought me skills I needed. They helped me to draft a CV and apply for a job. I now work where I am gaining a lot of work experience. Thank you Beulah Africa for impacting my life."

– Dikeledi Ngobela



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