

# WORK READINESS SKILLS PROGRAM

## Who Is This Training For?

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We warmly welcome you to our three-month Work Readiness Skills Program. This course is carefully designed for those preparing to enter the workforce or seeking to enhance their professional skills. The program caters to both individuals and organizations across various industries, with options for accreditation or non-accreditation based on your specific needs.

## What Will You Learn?

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The Work Readiness Skills Program provides comprehensive training on key employability skills. You'll cover essential topics such as communication, teamwork, problem-solving, initiative and enterprise, planning and organizing, self-management, learning, and technology. Additionally, our in-house instructional designer will tailor the course content to align with your specific industry or organizational context, ensuring you acquire relevant, practical skills.

## Why Is This Training Relevant?

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Entering the job market or adapting to a new role requires a solid foundation of employability skills. This program will equip you with the knowledge and abilities to perform effectively in a professional environment, improve your productivity, and foster better working relationships.

## What's the Larger Context?

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The Work Readiness Skills Program aligns with the growing demand for employability skills in the global job market. By honing these skills, you can enhance your employability, adapt to various job roles, and contribute effectively to your organization's success.

## Exit-Level Outcomes:

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Upon completion of this training, you will be able to:

- Demonstrate effective communication and teamwork skills in a professional context.
- Apply problem-solving strategies and show initiative in your job role.
- Plan, organize, and manage yourself effectively in a work environment.
- Adapt to new learning situations and technologies in the workplace.