

Job Readiness Training – 5 DAYS

Skills Category: Personal Development

Unit Standard: 113836

NQF Level

Credits: 11



Training & Consulting
Unlocking your hidden Potential

Target Audience

Minimum 8 Delegates

- ❖ Job Seekers
- ❖ Graduates
- ❖ Employed looking to change jobs

Course Aim

Job Preparedness aims to mentor and coach jobseekers in order to enhance employability through bridging the gap between unemployment and the work environment.

Course Objectives

- ❖ Provide jobseekers with the necessary pre-employment skills;
- ❖ Empower individuals for success; and
- ❖ Promote job retention and advancement

Course Outline

Lesson 1: The 5 Steps to Effective Preparation

- Step 1: Preparing a good CV
- Step 2: research the company
- Step 3: develop answers to expected interview questions
- Step 4: practice your answers
- Step 5: prepare a list of questions to ask the interviewer

Lesson 2: 7 Steps to Success at the Interview

- Step 1: make a good first impression
- Step 2: bring relevant information

- Step 3: be honest
- Step 4: be personable and polite to everyone
- Step 5: be aware of both your verbal and nonverbal communication
- Step 6: listen attentively
- Step 7: Effective and clear communication during the interview
- Step 8: Articulating your words clearly and confidently
- Step 9: Marketing your personal brand

Lesson 3: How to Answer the 7 Most Common Questions Asked

1. Tell us a little about yourself
2. Why do you wish to work for this organisation?

3. What are your strengths
4. What are your weaknesses?
5. What do you expect from this organisation
6. How do you deal with conflict, communication, difficult customers?
7. Do you have any questions
 - Have a copy of the advertisement and your CV available.
 - Look professional – remember this is an important position for which you have applied. Your dress for the interview should reflect the importance of the position, while also reflecting who you are, your personality and individuality.

Lesson 4: Understanding the basically eight types of questions you may face during the course of an interview:

- Credential verification questions
- Experience verification questions
- Opinion questions
- Dumb questions
- Math questions
- Case questions
- Behavioural questions
- Competency questions

Lesson 5: Skill Application

A day will be spent on doing role plays of an actual interview. The course is filled with many activities where learners will role play how to conduct themselves in an interview, using the various skills learned. Developing an interview guide and role-playing the interview using all the skills they have learned.

Course Delivery

- Starting time : 08h30
- Mid-morning break : 10h00 – 10h15
- Lunch : 12h00 pm – 12h45
- Mid-afternoon break: 14h30– 14h45
- Knock off : 16h00

Delivery Method:

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

Assessment and Certification

Formal Assessment:

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

Feedback:

Learners will receive comprehensive, detailed and accurate feedback on assessment.

Certification:

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

Language of delivery:

English

PLEASE EMAIL COMPLETED REGISTRATION FORM BACK TO:

Email: info@prospectplus.co.za

TEL: 072 944 5909

Job Readiness Training

2 Days

Johannesburg



Training & Consulting

Unlocking your hidden Potential

COMPANY DETAIL

Company Name:Country.....Cell.....

Postal Address.....Postal Code.....

Tel Number.....Fax Number.....

Nature of Business.....

NOMINEES

| |
|---|
| 1. Name:.....Surname:.....Position..... |
| 2. Name:.....Surname:.....Position..... |
| 3. Name:.....Surname:.....Position..... |
| 4. Name:.....Surname:.....Position..... |

(For more Delegates Please Photocopy)

ORGANISATION APPROVAL

Approving Manager Name: _____

Title: _____ Organization: _____

Telephone _____ Fax _____ e-mail _____

Signature : _____ (This booking is invalid without a signature)

DELEGATE FEE: R2 500.00 – Fees includes course documentation, Facilitation, assessments & Certificates on completion of Course.

PAYMENT METHODS

Bank Transfer payments to be made payable to: Prospect Plus (Pty) Ltd, NedBank, Account Number: 1171790759, Branch Code: 19130500

please Email this form and proof of Payment to andries@prospectplus.co.za

TERMS AND CONDITIONS

CANCELLATIONS: By completing this registration form, the client hereby agrees that Prospect Plus will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing seven days prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Financial Officer will be recognized by Prospect Plus. Cash alternatives will not be offered although delegate substitutions are welcome any time. Hereafter, the full workshop fee is payable.

If for any reason Prospect Plus decide to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that I Prospect Plus cancel the event, Prospect Plus reserves the right to transfer this booking to another workshop to be held in the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

INDEMNITY: Should for any reason outside the control of Prospect Plus, the venue or speakers change, or the event be cancelled due to act of terrorism, extreme weather conditions, industrial action Prospect Plus shall Endeavor to reschedule but the client hereby indemnifies and Prospect Plus holds harmless from any costs, damages, and expenses including attorney fees, which are incurred by the client. The construction validity and performance of this Agreement shall be governed in all aspects by the laws of Republic of South Africa to the exclusive jurisdiction of whose course the parties hereby agree to submit.

PAYMENTS ARE REQUIRED WITHIN 7 DAYS OF INVOICE.