

Ready for Work Online Programme

Presented by the Department
of Marketing, Communication
and Languages, University of
Pretoria

Brief description

In today's job market, having a degree is no longer sufficient for securing employment or building a fulfilling career. Employers are increasingly seeking graduates who possess job-specific skills and are prepared to hit the ground running. This has created a need for students and recent graduates to develop better work-readiness skills to gain a competitive edge in the job market. To address this challenge, the University of Pretoria's Career Services and Enterprises UP have launched a "Ready for Work" initiative. This program focuses on developing skills and knowledge that not only improve your professional and personal profile but also enable you to make a meaningful impact on your community and the economy while achieving success in your chosen career. Join the **Ready for Work Programme** today and take the first step towards building a successful career.

Registration Procedure

The course is fully online and self-paced, allowing delegates to begin at any point between 01 January and 31 October. Registration remains open throughout this period, providing delegates with flexibility in scheduling their attendance.

To secure a booking kindly complete the online enrolment form. (select "add to chart", then "shopping cart" and finally "check out".

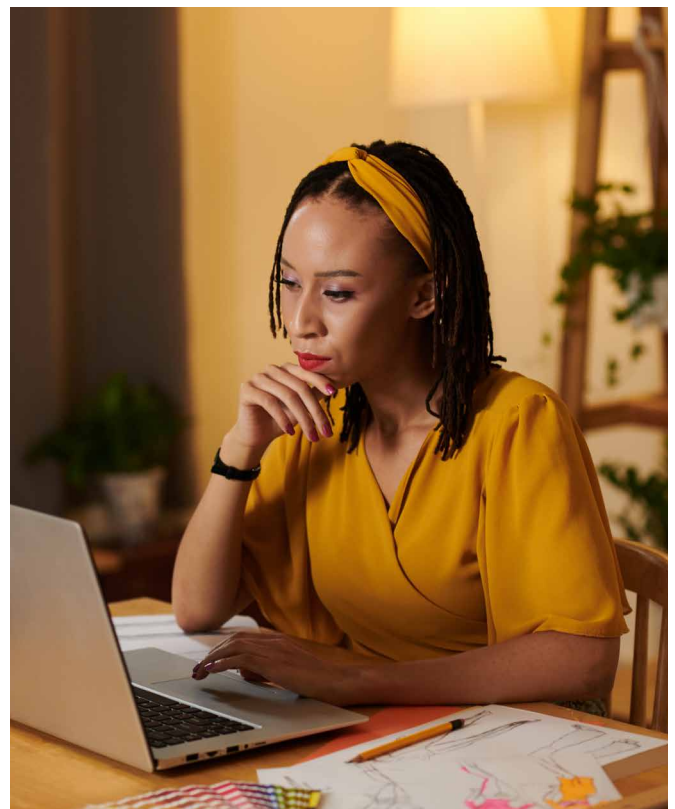
Please ensure to provide Proof of Payment or a Purchase Order to secure your seat on the course and receive course log-in details.

Course delivery mode options:

The course is fully online and self-paced

Who should enrol?

The course is open to anyone interested in improving their career readiness and employability skills. Students, recent graduates, job seekers, and working professionals may benefit from this course



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Course content

PACKAGE 1: CAREER PLANNING

Create a roadmap for your future with the Career Planning package, where you'll learn how to create a career plan, optimize your CV, leverage your digital profile, and improve your presentation and communication skills.

Introduction to career planning

Your first CVs

Researching careers

Your digital profile

Computational thinking

Oral communication: Presentation skills

Oral communication: Conversational intelligence

Introduction to blockchain

Impromptu public speaking

PACKAGE 2: POWER SKILLS

Master the personal qualities most valued in the workplace with the Power Skills package. These versatile skills apply to all industries and positions, making you a valuable asset to any employer.

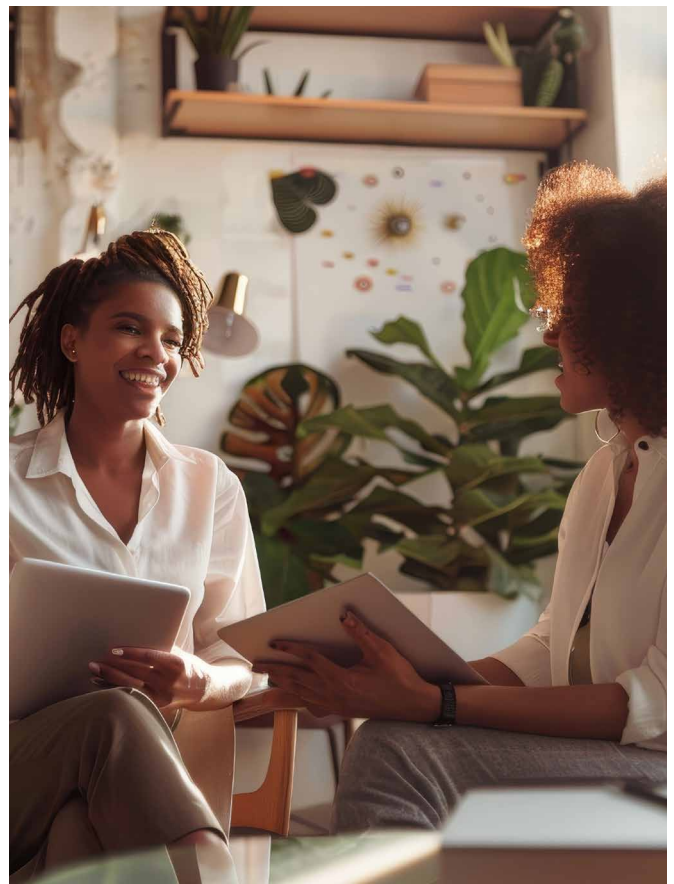
Emotional intelligence

Stress management

Assertiveness

Critical thinking

Creative problem solving



Ethical reasoning skills

Time management: Time logs

Time management: Goals

Diversity and discrimination in the workplace

Artificial intelligence

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PACKAGE 3: JOB PREPARATION

Get ready for your next job hunt with the Job Preparation package. Learn how to find and apply for job opportunities, create a winning CV and cover letter, ace your job interview, and highlight additional skills that make you a top candidate.

Researching potential employers

Job searches

Job applications

Writing a CV and cover letter

Job interview skills

The gig economy

Basic financial literacy

Religious and cultural literacy

PACKAGE 4: YOUR CAREER

The Your Career package prepares you for success in a rapidly changing technological landscape. Develop essential soft skills and durable dispositions that will serve you well throughout your career.

Learn Unlearn Relearn for 4IR

Workplace ethics

Organisational structures

Report writing

Email etiquette

Office protocol

Basic conditions of employment

Global citizenship

PACKAGE 5: SPECIALISED TOPICS

The world is rapidly changing, and it's becoming more important than ever to have a broad range of skills and knowledge to thrive in the job market. These modules are designed to provide students and graduates with the skills and knowledge they need to succeed in the workforce.

Introduction to Blockchain Technologies

Impromptu Public Speaking

Religious and Cultural Literacy

Diversity and Discrimination in the Workplace

Privilege, Power, and Intersectionality

Introduction to Artificial Intelligence



WINNER

**2021
BEST WORK
READINESS
INITIATIVE**

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—AWARDS—

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Learning Outcomes

Overall, the Ready for Work Programme provides a comprehensive approach to building employability and work-readiness skills that are essential for success in the rapidly changing job market.

- ✓ Be able to create a career plan that aligns with your goals and aspirations
- ✓ Enhance presentation, oral communication, and email etiquette skills
- ✓ Enhance emotional intelligence and learn how to manage stress
- ✓ Set goals and manage time effectively
- ✓ Think critically and creatively to solve problems
- ✓ Apply ethical reasoning skills in the workplace
- ✓ Develop cultural literacy and learn how to navigate religious and cultural diversity in the workplace
- ✓ Search for job opportunities effectively and apply with a winning CV and cover letter
- ✓ Ace job interviews: prepare for and perform well in job interviews
- ✓ Navigate diversity and discrimination in the workplace
- ✓ Develop global citizenship skills and learn about basic conditions of employment
- ✓ Improve personal qualities that are most useful in the workplace
- ✓ Understand workplace ethics and apply them in the job
- ✓ Speak confidently and persuasively in impromptu situations
- ✓ Solve problems using computational thinking
- ✓ Communicate effectively and assertively in the workplace
- ✓ Understand intersection of power, privilege, and identity in the workplace
- ✓ Understand the gig economy and its implications for the job market

Entry Requirements:

Anyone interested in improving their career readiness and employability skills.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.



Registration and enquiries

Client Information Centre

Tel: +27 (0)12 434 2500

Fax: +27 (0)12 434 2505

Email: info@enterprises.up.ac.za



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