



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This highly interactive and practical short programme is Unit Standard aligned and aimed at new entrants to the world of work who need work readiness skills for the modern business environment.

Delegates will understand the different thinking and learning styles and how to adapt them to relevant business topics. They will identify their own thinking styles and areas for personal growth and how to use and modify them to bridge any gaps, using the correctly applied tools. There is a strong focus on self-development, adapting to change, communication, managing time, innovative and creative thinking and problem solving.

Subjects such as behaving in a professional manner, working in a team, using constructive feedback techniques, interpreting written information, writing and speaking in different communication contexts, managing time productively, using mathematics, managing expenditure and using problem solving techniques, are covered in depth.

## Target Audience

This short programme is aimed at new employees in any organisation, who need to develop workplace skills and prepare for the modern working environment.

It is ideal for young graduates, interns, learners and new entrants into the job market.

## Entry Requirements

- Competence in Communication at NQF level 3.
- Competence in Mathematical Literacy at NQF Level 3.

## Additional Requirements

- Access to appropriate workplace activities.
- Active support and mentorship by a manager.
- Access to a PC, software and the internet where online learning and research are required.

## Workplace Readiness

# World of Work (WOW) Workplace Readiness Programme

Certificate of Completion

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Actively participate in group activities and discussions.
- Demonstrate theoretical and practical understanding of course content.

On successful completion of the WOW Programme, you will receive a Certificate of Completion, proving participation and that you are a capacitated and capable new entrant into the World of Work.

## Learning Outcomes

- Personal thinking and learning styles.
- How you fit into the bigger picture of business.
- Understand personal values, uniqueness and interests.
- Develop a "personal brand".
- Professional dress code.
- Behave professionally within a business environment
- Work within a team and handle feedback appropriately.
- Communicate and interpret communication.
- Present information in different business formats.
- Personal effectiveness, manage time and plan workload.
- Manage change.
- Creativity and innovation the workplace.
- Understand business expenditure and budgets.
- Managing personal expenditure against a budget.
- Capitalising on research and problem solving abilities.
- Recognise the leader within.





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## Our Accredited Organisations



FACULTY  
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Siyangoba



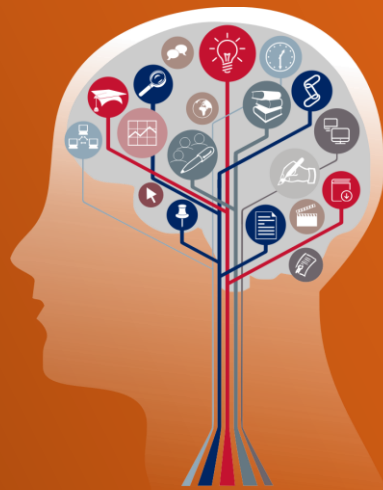
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## Course Content

### The World of Work - WOW Workplace Readiness Programme

#### Module 1: Big Picture Thinking

- Recognise and define your personal uniqueness, interests and values
- Recognise and define your own personal thinking style
- Recognise and define your own personal learning style
- Explore how you fit into the bigger picture of business
- Develop your "personal brand"
- Explore the requirements for behaving professionally within a business environment

#### Module 2: Interpersonal Awareness

- Recognise the requirements for basic communication
- Apply communication techniques to business writing requirements
- Apply communication techniques to business presentation requirements

#### Module 3: Structured Thinking

- Plan and organise your workload effectively
- Contribute positively to the effectiveness of your team

#### Module 4: Analytical Thinking

- Capitalise on your research and problem solving abilities
- Recognise how your contributions can affect business expenditure and budgets
- Manage your personal expenditure against a budget

#### Module 5: Innovation and Creative Thinking

- Manage change effectively
- Apply creative and innovative thinking techniques to your work assignments

