

**Course Overview:**

The Employment Readiness Course teaches students the soft skills employers demand to help increase job retention, improve employee relations, and make their business stand out from the crowd. This valuable resource is appropriate for recent graduates, job seekers, employee onboarding, and recurring staff training. Offered as a self-paced course requiring 6-8 hours of time, students will receive a certificate upon successful completion.

**Course Objective:**

Upon completion, students will be able to:

- Treat others with honesty, fairness, and respect
- Display responsible behaviors at work
- Work effectively with team members from diverse backgrounds
- Actively look for ways to identify market demands and meet customer or client needs
- Demonstrate the ability to work effectively with others
- Maintain open lines of communication with others and communicate effectively
- Plan and prioritize work to manage time effectively and accomplish assigned tasks
- Demonstrate the ability to apply critical-thinking skills to solve problems by generating, evaluating, and implementing solutions
- Display the capability to adapt to new, different, or changing requirements
- Select, use, and maintain tools and technology to facilitate work activities

**Course Outline:**

- CV And Cover Letter Preparation
- Interview Skills
- Work Readiness
- Career Development
- Knowledge of Skills, Strengths, And Interests
- Workplace Communication and Employability Skills
- Problem Solving Strategies
- Time Management Tools and Time Management Strategies
- The Interview Process
- Workplace Safety Skills

**Who Should Attend:**

This programme is targeted at individuals who have little or no work experience, or who have been out of the workforce for an extended period. Anyone who has never experienced being in a full time job – matriculants and graduates – or people who are unemployed. Corporate clients who want to fast track the integration of new employees into the workplace.

**Training Language:**

English-Arabic

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation