



Are you a final year student in 2022? The Ready4Work Programme is for you



Dear Final Year Degree Students,

Did you miss out on registering for the Ready4Work Programme in the first semester? Another chance is opening up to register for the programme in the second semester still.

Kindly contact your respective Faculty Officer between 25 June till 15 July 2022, to add the programme onto your modules.

This course is free, self-paced and fully online, and will be available until 31 December 2022 only (no chances for repeats).

MODULE DETAILS:

1 Career Planning

1. Introduction to Career Planning
2. Your First CV
3. Your Digital Profile
4. Researching Careers
5. Computational Thinking
6. Oral Communication: Presentation Skills
7. Oral Communication: Conversational Intelligence

2 Power Skills

1. Emotional Intelligence
2. Stress Management
3. Assertiveness
4. Critical Thinking
5. Creative Problem Solving
6. Ethical Reasoning Skills
7. Time Management: Time Logs
8. Time Management: Goals

3 Job Preparation

1. Researching Potential Employers
2. Job Searches
3. Job Applications
4. Writing a CV and Cover Letter
5. Job Interview Skills
6. The Gig Economy
7. Basic Financial Literacy

4 Your Career

1. Learn Unlearn Relearn for 4IR
2. Workplace Ethics
3. Organisational Structures
4. Report Writing
5. Email Etiquette
6. Office Protocol
7. Basic Conditions of Employment
8. Global Citizenship