



Derek Hendrikz Consulting Presents:

Employment Entrants Programme

Duration:	2-days
Max. Participants:	20
Facilitators:	1
NQF Level:	4
SETQAA Accreditation:	Services SETA – Decision Number 2072

About the workshop:

The employment entrant's programme will assist people looking for jobs with the necessary skills and knowledge to enter the market with confidence. The programme is ideal for people who have undergone a learnership, and now have to find employment. On completion of this workshop each participant will have a well written CV, a plan for seeking employment and be in the right state of mind to be successful in achieving employment results.

The workshop outcome:




On completion of this workshop the participant should have the necessary knowledge, skills and confidence to find employment.

Workshop objectives:

Participants will achieve the workshop outcome by being able to:

- Analyze his / her own strengths and weaknesses.
- Analyze the opportunities and threats of finding work.
- Compile a CV that attracts immediate attention.
- Conduct a successful interview.
- Present him / herself with confidence.
- Apply a positive self image.

Included:

-  All programme materials and handouts.
-  Issuing of certificate on completion of programme.
-  Record keeping of all results and assessments.

Training methodology:

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace. As with all DHC training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Programme:

Time:	Day 1:	Day 2:
08:00-10:00	Analysing own strengths and weaknesses.	Being successful in an employment interview
10:00-10:30	<i>Convenience Break</i>	
10:30-12:30	Analysing market opportunities and threats.	Presenting yourself with confidence.
12:30-13:30	<i>Lunch</i>	
13:30-15:00	Compiling a CV that attracts attention.	Applying a positive self-image.
15:00-15:15	<i>Convenience Break</i>	
15:15-16:00	Day Review	Day Review

Who Should Attend?

- Personnel Practitioners.
- Career and Learnership Managers.
- Employees seeking employment and people who have just completed a learnership.
- Any person interested in knowledge and skills in the field of business ethics.

Day 1:***Analysing own strengths and weaknesses***

- Capitalising on own strengths such as qualifications, skills, experience, etc.
- Understanding own weaknesses such as lack of experience, lack of skills, etc.
- Turning weaknesses into strengths.
- Developing personalised mission, vision and goals for employment.

Analysing market opportunities and threats

- Knowing which employment opportunities to look for.
- Knowing where and how to look for work.
- Understanding the threats when seeking new employment.
- Turning threats into opportunities.

Compiling a CV that attracts attention

- The elements of a good CV.
- Things to avoid when compiling a good VC.
- Understanding what the prospective employer would want to read in your CV.
- Compiling a CV that attracts attention.

Day 2:

Being successful in the employment interview

- Developing a positive mind-set.
- Defining the impression that you want to create during the interview.
- What to avoid during the interview.
- Preparing for the employment interview.
- Ready, set, GO!!

Presenting yourself with confidence

- Positive attitude.
- Assertiveness techniques.
- Presenting yourself with confidence.
- Communication skills that projects confidence.

Applying positive self image

- Dressing for success.
- Thinking for success.
- Failure is not an option!!
- Focussing on the roses and not the thorns.

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