

Thrive Your Mind

COUNSELLING AND COACHING SOLUTIONS

Thrive on the Job:
Empowering Future Professionals
with our

Work Readiness Programme



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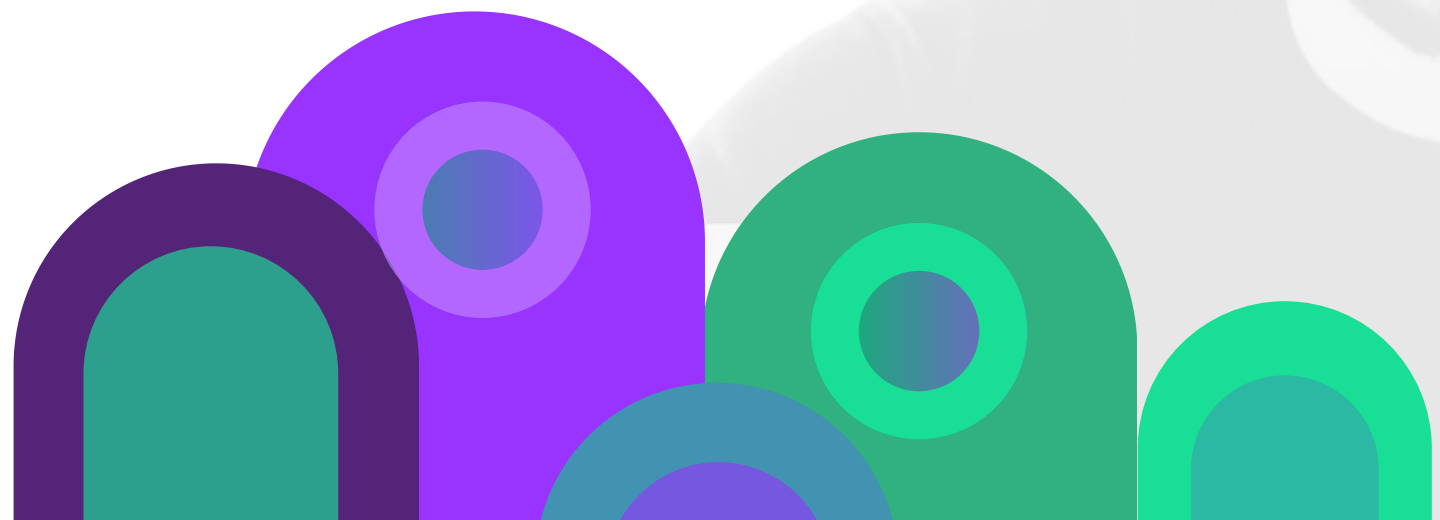
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Course Objective

At Thrive Your Mind, our non-accredited Work Readiness Programme is thoughtfully crafted to bridge the gap between education and employment.

This practical and transformative programme provides individuals with essential skills, knowledge and tools to thrive in any workplace. Our goal is to empower young adults to navigate the professional world with confidence and unlock their full potential.



Who is this Programme for?

The programme is designed for young professionals starting their careers, including those participating in graduate programmes, internships, learnerships, new employees, school leavers or individuals actively seeking employment. It aims to equip inexperienced candidates with the necessary skills that employers expect from their employees.

How are they delivered?

This training is highly interactive, facilitator-led and can be delivered through:

- Face-to-Face Training (onsite)
- Virtual Instructor-Led Training (online)



Cost of Programme

Available on request.

Programme Features

Interactive Workshops

Engaging activities, group discussions and role-playing to reinforce learning.

Customized Packages

Clients have the option to select core modules that are aligned with organizational needs and goals.

Assessments and exercises

Real-world scenarios, case studies and simulations to practice new skills.

Practical Takeaways

Employees receive worksheets, templates and tools to apply in their daily work.

Ongoing Support

Maintain and improve the necessary skills for correct implementation for the duration of the programme.

Certificate of Completion

Customized recognition of participants achievement in attending the programme and reaching specific outcomes.

Core Modules

Communication Skills

Equip participants with communication techniques to convey ideas clearly and foster professional relationships.

Key Focus Areas:

- Develop clear verbal, written and nonverbal communication.
- Practice active listening for better understanding and collaboration.
- Master professional email etiquette and telephone communication.
- Learn how to deliver and receive constructive feedback.

Professionalism and Work ethic

Cultivate a strong sense of accountability, integrity and workplace etiquette.

Key Focus Areas:

- Understanding punctuality, reliability and workplace policies.
- Maintaining a professional demeanor and adhering to company values.
- Respecting diversity and inclusion in a workplace setting.
- Dressing appropriately and understanding workplace hierarchies.

Emotional Intelligence

Build self-awareness, empathy and emotional regulation for healthier workplace interactions.

Key Focus Areas:

- Recognizing and managing one's emotions effectively.
- Developing empathy to strengthen interpersonal relationships.
- Managing workplace stress and fostering a positive mindset.
- Building resilience and emotional adaptability.

Customer Service

Teach practical tools to prioritize tasks and meet deadlines effectively.

Key Focus Areas:

- Identifying and understanding customer needs.
- Managing complaints and resolving issues calmly and effectively.
- Building long-term relationships with clients through trust and service excellence.
- Communicating confidently with customers, even in challenging situations.

Time Management&Productivity

Teach practical tools to prioritize tasks and meet deadlines effectively.

Key Focus Areas:

- Setting SMART goals and prioritizing daily responsibilities.
- Avoiding procrastination and overcoming distractions.
- Using productivity tools (e.g., task lists, calendars).
- Creating a work-life balance to maintain long-term efficiency.

Conflict Resolution

Equip participants with the ability to resolve disputes constructively.

Key Focus Areas:

- Identifying sources of workplace conflict and addressing them proactively.
- Learning to navigate interpersonal disagreements professionally.
- Implementing mediation techniques and seeking third-party help when necessary.
- Developing problem-solving skills for conflict resolution.

Core Modules

Problem-solving&Critical Thinking

Enhance participants' ability to analyze challenges and implement effective solutions.

Key Focus Areas:

- Identifying root causes of problems and creating actionable strategies.
- Applying logical and creative approaches to overcome obstacles.
- Building confidence in decision-making processes.
- Evaluating outcomes to refine future problem-solving approaches.

Teamwork and Collaboration

Teach participants how to work effectively within a team environment.

Key Focus Areas:

- Understanding individual roles and responsibilities within a team.
- Communicating openly and resolving team conflicts collaboratively.
- Building trust and fostering mutual support among team members.
- Leveraging diverse skills to achieve shared goals.

Adaptability and Resilience

Develop the capacity to handle workplace changes and challenges confidently.

Key Focus Areas:

- Adjusting to new environments, responsibilities and technologies.
- Staying calm under pressure and managing uncertainty.
- Building mental and emotional resilience.
- Embracing change as an opportunity for growth.

Career Development Planning

Help participants set clear career goals and create actionable plans for growth.

Key Focus Areas:

- Identifying personal strengths, skills, and interests.
- Setting short-term and long-term career objectives.
- Exploring mentorship and professional development opportunities.
- Understanding career progression within the organization.

Wellness Management

Equip participants with tools to manage mental and emotional wellbeing .

Key Focus Areas:

- Identifying stress triggers and understanding their impact.
- Practicing relaxation techniques (e.g., deep breathing, mindfulness).
- Balancing personal and professional responsibilities.
- Knowing when and how to seek support for mental health-related challenges.

Financial Wellness

Provide participants with essential financial management skills to reduce financial stress.

Key Focus Areas:

- Creating personal budgets and developing saving strategies.
- Learning the basics of debt management and financial planning.
- Exploring workplace resources for financial support.

Packaged Options

PACKAGE 1

Communication Skills
Professionalism and Work Ethic
Emotional Intelligence
Customer Service Essentials
Time Management and Productivity



PACKAGE 2

Communication Skills
Professionalism and Work Ethic
Emotional Intelligence
Customer Service Essentials
Time Management and Productivity
Conflict Resolution Skills
Problem-Solving and Critical Thinking
Teamwork and Collaboration
Adaptability and Resilience
Career Development Planning



Optional add on Services

1

**One-on-one
Post-Training
Coaching**

2

**Follow-up Assessment
6 months after
training**



Empower Your staff today!

If you're an organization looking to enhance your employee's skills and performance, contact **Jaén Milton** below:



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