



UNIVERSITY OF  
KWAZULU-NATAL™  
INYUVESI  
YAKWAZULU-NATALI

**EXTENDED  
LEARNING**

## Personal and Professional Impact Programme (Work Readiness)



Durban

OUR WORLD IS CHANGING... SHOULDN'T YOU?



# Personal and Professional Impact Programme (Work Readiness)

## Programme overview & objectives:

There is a significant need in South Africa to enhance the performance of an organisation and individuals by focusing on the integration of work seekers into organisations. There is a need to reduce the gap which often exists between employers' expectations of the skills and knowledge of employees entering the workplace, and the actual levels of awareness of business and commercial processes that new work seekers have actually gained.

The Personal and Professional Impact Programme will support the optimal transition of new employees into the organisation, to ensure that the levels of energy and enthusiasm remain high and productive as employees progress into their respective roles. Delegates attending the programme are better prepared to be productive at work and have an improved sense of what is expected. Appropriate dress, improved communication, understanding of policies, procedures and the values and ethics of the organisation are examples of the outcomes delivered.

## How you will benefit. You will learn to:

- Be better prepared when entering an organisation/workplace
- Develop the necessary pre-employment skills
- Empower yourself for success
- Develop an attitude for job retention and advancement

## Key focus areas:

- **Unit 1** - Prepare for the world of work
- **Unit 2** - Manage time in a responsible and effective way in everyday life situations
- **Unit 3** - Manage money and to plan the spending of that money
- **Unit 4** - The roles played by Company as employer, employees and customers
- **Unit 5** - Rights and expectations of both the company and the employee
- **Unit 6** - Inappropriate behaviours in the workplace and how to deal with them
- **Unit 7** - Handle diversity within different relationships in the South African society
- **Unit 8** - Establish foundational understanding of the importance and the impact of customer service

*Combinations of modules can be packaged to address specific development needs*

## Who should attend:

- Corporate clients and organisations wanting to fast track the integration of new employees into the workplace
- Individual graduates and work seekers who want to bridge and align their potential with the skills required by employers, in order to be successful and to make an impact with their professional and personal careers

## Facilitators include:



### Raj Moodley

Raj is a highly experienced and trained change manager and project manager, with a proven track record in areas such as organisational development; strategic planning and implementation; team building, coaching and mentoring. He has a BA Degree (Psychology) from University of Durban Westville, Advance Programme in Labour Relations from UNISA, and a Masters in Law (Labour Law) from the University of Natal. He is currently the Director of Lead HR Consulting and provides an HR Consulting service to various private and public companies on a number of HR related functions. He was appointed as KZN Field Agent for SABPP to rollout and present value proposition of the boards work with HR Professionals. He also provides change management and project management work with NGA for HRIS projects and is involved with training in areas such as management leadership, with companies.



UNIVERSITY OF  
KWAZULU-NATAL  
INYUVESI  
YAKWAZULU-NATALI

**EXTENDED  
LEARNING**

UKZN Extended Learning (UEL) is committed to enrichment through lifelong learning, by providing high quality credit and non-credit bearing short courses and academic programmes in collaboration with schools and colleges of the University of KwaZulu-Natal. In a fast-changing environment, developing relevant and useful skills and knowledge, and the capacity to deliver results, is more important than ever. Our courses are designed using the very best methods by combining content, based on both tried and tested results, and recent cutting edge research, with interactive experiential teaching and learning from local and international faculty and guest speakers.

## Programme fee:

The programme fee of R19 500 (incl. VAT) covers tuition, instruction material, lunches and refreshments

## Duration:

15 days (3 days every second week)

## Entrance requirements:

Delegates attending this course should:

- Be new or recent entrants to the job market
- Have a matric/graduate qualification

## Dates:

For updated course dates, please contact us or see our website: [www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)

## Contact:

Kenny Ngcobo T : +27 31 260 4963

E : [ngcobok@ukzn.ac.za](mailto:ngcobok@ukzn.ac.za)

[www.ukznextendedlearning.com](http://www.ukznextendedlearning.com)

University of KwaZulu-Natal, Howard College Campus, Gate 9, Room 212, Innovation Centre, Rick Turner Road, Durban, 4001