



UNEMPLOYED YOUTH TRAINING:

JOB READINESS PROGRAMME

TARGET: YOUTH UNDER 30 YEARS OLD
 DURATION: 2 MONTHS
 2015 INTAKE: Training Start 19-January - End -Mid March 2015

Course Outline/Content

SERVICES SETA-ACCREDITED PROGRAMES

Course Title	Unit Standard	NQF level	days	Credits/dates
1.Emotional Intelligence and Personal Mastery	252031	5	5 days	4
Day to do assignment and POE			1 day	
2. Effective Business Writing & Communication Skills	12153;12155	5	5 days	10
Day to do assignment and POE			1 day	
4. Call centre and telephone etiquette	14348	2	3 days	3
Day to do assignment and POE			1 day	
5. Customer service & quality management	10052	5	4 days	6
Day to do assignment and POE			1 day	
6. Effective sales	10047	5	4 days	5
Day to do assignment and POE			1 day	
7. Aline My purpose			1 day	
8. HIV/AIDS Peer Educator	8555	4	3 days	4
Day to do assignment and POE			1 day	
9.Writing & Communication			days	

10. Re-submissions and marking			3 days	
a. Data capturing and typing skills	Every afternoon 2.30 - 4.30			
b. Microsoft word intermediate	Every afternoon 2.30 - 4.30			
c. Microsoft outlook	Every afternoon 2.30 - 4.30			
d. Microsoft excel intermediate	Every afternoon 2.30 - 4.30			
e. Microsoft power point	Every afternoon 2.30 - 4.30			
Total credits				40 Days

What will this Programme give you?

1. Job-Readiness Skills as per above and IT Skills
2. CV Preparation, Interview Skills & Preparation,

Requirements:

- Ability to Speak and Understand English
- Capacity to be Focused and Committed to studying and submitting 7 assignments
- Classes are from Monday to Friday 08h00 – 16h30 each day
- A commitment to attend classes each day (for two months)
- Live in Johannesburg/ Gauteng
- Training location CBD Johannesburg

APPLY BY EMAILING YOUR APPLICATION TO:

SYDNEY@IMSIMBI.CO.ZA

1. WITH Your MATRIC CERTIFICATE & STATEMENT OF RESULT
2. YOUR CV & ID
3. A ONE PAGE DOCUMENT WRITTEN BY YOURSELF STATING WHY YOU SHOULD BE CONSIDERED FOR THIS PROGRAMME

Note: This is not a learnership, No stipend is paid to learners.

A certificate from the Services Seta identifying the seven short courses will be issued on passing each course at completion.

Imsimbi Training

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