

# WORK READINESS

## Preparing for the World of Work

You are a progressive, socially responsible employer. You have invested in skills training at various levels yet your workforce is still not performing as one cohesive team. Excellence in the classroom is not being echoed in the workplace. The root cause is the vast difference in cultures, upbringings, belief systems and lifestyles of our diverse population.

Integration is achievable when skills are coupled with an understanding of business ethics, legal requirements and workplace soft skills. This is a challenge shared by many local employers and Work Readiness, a business course for working adults, is the solution.



### At a Glance

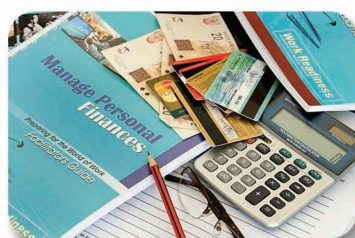
**Work Readiness** is a set of dynamic workshops designed for working adults. Aimed at both illiterate and literate learners, the exciting modules include more than 15 topics ranging from "Managing Personal Finances", "Values and Ethics in the Workplace" to "Inappropriate Behaviour in the Workplace".

**Work Readiness** equips the employee with business world knowledge, cultural awareness and the confidence necessary to enter the world of work in the 21st century.

### Powered by Media Works

Media Works is the expert in Adult Education and Training (AET). Established in South Africa in 1996 we have a **national footprint** specialising in the provision of NQF (National Qualifications Framework) Level 1 training.

Our **outstanding track record** is undeniable and our client list is impressive. However, it is our passion for the provision of fundamental human skills that is the driving force behind our business. Media Works does not simply educate; it builds, enlightens and ignites fires in people.



## Creating Confidence Through Clarity

Career success is possible only when an employee is confident, focused and skilled. Confidence and focus are products of business experience. A vast majority of our local workforce undergoes a culture shock when first entering the working world. Misunderstanding and confrontation cause distress and result in resignation or dismissal. **Work Readiness** addresses these issues and so much more through interactive workshops that inspire participation and result in a deeper understanding of the business world.

Based on NQF Level 1 Unit Standards the material is accessible to all employees, whether literate or not. All course material is in English but skilled facilitators are able to present in any official language. Supporting visuals and teaching aids ensure that the employee returns to their place of work competent.

## A Broad Range of Business Skills

### Personal skills

### Workplace skills

Titles under this group include;  
Values and ethics in the workplace  
Employer/Employee relationship  
Inappropriate behaviour in the workplace

### Specialised skills

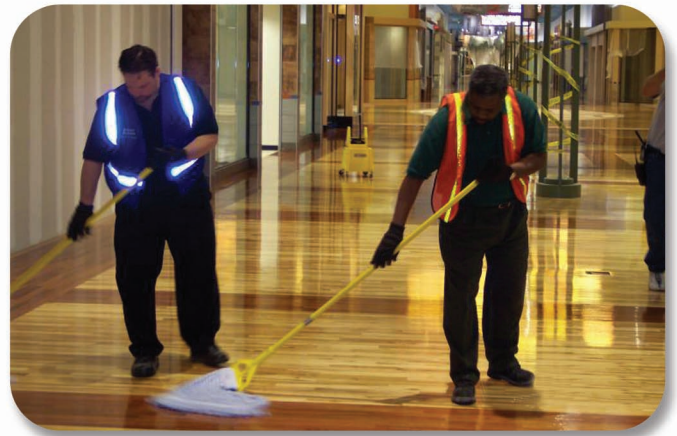
Titles under this group include;  
Opportunities in the tourism industries  
Basic life support and first aid  
Mining and minerals

Visit [www.mediaworks.co.za](http://www.mediaworks.co.za) for a comprehensive list of available courses

## Prepared Employees are Productive Employees

**Work Readiness** prepares the working adult for the 21st century business environment. Contact Media Works for more information and drive progress through education.

**Media Works. It's never too late to learn.**



**Work Readiness**  
POWERED BY MEDIA WORKS

Call the Media Works Team on 0861 MWORKS / 0861 696 757

 **Media  
Works**  
Accelerated Learning Programmes