



**JA Mascareignes
Online
Work Readiness
Program**

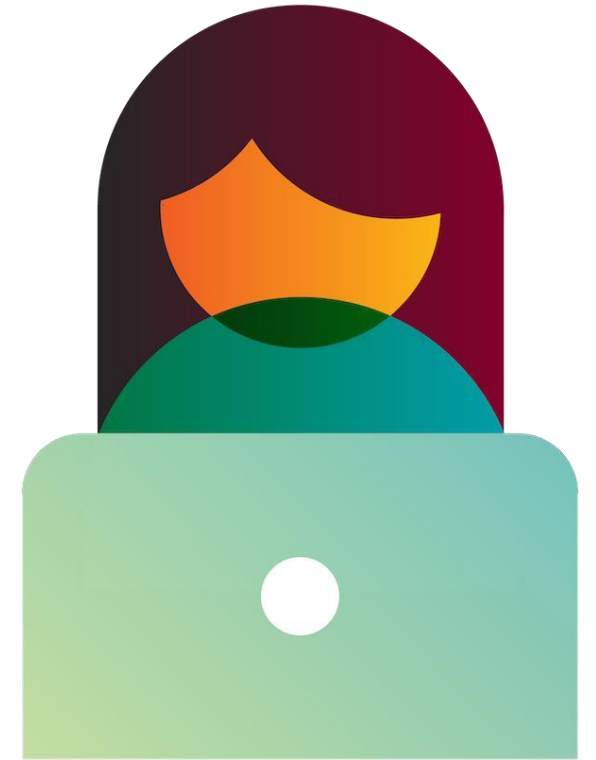
JA Mascareignes Online Work Readiness Program



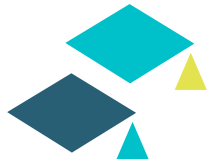
The **JA Mascareignes Online Work Readiness Program** is an initiative where students aged 16-25 learn about key work-readiness skills in the comfort of their home. The program is an adaptation of the popular JA Career Success program which has been offered by JA Mascareignes since 2015.

The aim of the program is to equip the participants with the necessary skills to get and keep a job.

The program is in the format of 3 Zoom sessions of 2 hours each, by JA Mascareignes staff, complemented by a team activity on Google Slides and fun quizzes using Kahoot.



Overview:



Session 1: The 4Cs: Communication

- Work Readiness Quiz using Kahoot
- What are the different types of Communication
- Verbal & Non Verbal Communication and Informal & Formal Communication
- Tips for Good Workplace Communication
- Communication Skills in Conflict Resolution



Session 2: The 4Cs: Critical Thinking, Creativity and Collaboration

- What is Critical Thinking, Creativity and Collaboration, and why is it important in the workplace?
- Students work together to make a poster on Google Slide

Overview:



Session 3: Soft Skills

- Differentiating between Hard & Soft Skills.
- Why are soft skills important in job search.
- Recognising your soft skills
- Soft Skills Quiz using Kahoot



Session 4: CV & Cover Letter

- How to write a CV
- How to write a Cover Letter
- How to read a Job Advert
- Homework Activity: Apply for a Job (fictional)



Session 5: Interview Skills

- When does the interview start?
- Review a Job Interview
- The do's and don'ts of interviews

How does it work?



Step 1: Students sign up for free:
<https://forms.gle/E8st7cmMA7KYNo72A>



Step 2: Students connect to Zoom for 3 days and complete the Online Work Readiness Program.



Step 3: Students having completed the program receive their certificate of achievement.

