The Employability Skills (ES) prepare people for careers by offering training in essential skills needed at the workplace. These skills are relevant and can be used in any industry. This helps people remain employable in an ever-changing economy.
The learner will be able to conduct self-assessment of own competencies to determine personal career goals, and develop plan to achieve these career goals. S/he will be able to source for compatible jobs, apply for them and prepare for advanced job interviews and demonstrate appropriate social etiquette when attending interviews.

**OBJECTIVES**

Participants will at the end of the course learn:

- Conduct self-assessment of personal competencies acquired through learning and experience
- Set personal career goals taking into account industry demand and personal competencies
- Review requirements to achieve personal career goals and develop plan to achieve career goals
- Source for jobs which are compatible with personal competencies and career goals
- Select jobs that best match personal competencies and career goals, establish job requirements and apply for jobs
- Apply advanced skills to prepare for and attend job interview
- Maintain standards for personal image and hygiene when attending job interview.
- Demonstrate social etiquette skills to build relations with interviewers

**KEY TAKE AWAY**

Conduct of self-assessment of personal competencies Setting up of personal career goals, Preparation of a good resume, Sharpening of social etiquette skills.

**METHODOLOGY**

Participants will learn through a variety of approaches including experiential exercises, case lets, Lecturette & work hands on. Being a Competency Based Assessment program, we have Formative assessment which is a self-reflective process that intends to promote learner’s attainment.

**Duration:** 2 days.