

# Introduction to Work Readiness

Brief overview of work readiness for students transitioning into the workforce. Created by Department of Higher Education for TVET Students, adopted by Finlite for Funda.Work



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# Importance of Work Readiness for Students

## Technical Skills

Complementing technical skills for holistic career success.

## Work Readiness

Contributing to career success and adaptability in the workplace.

## Personal Growth

Supporting personal and professional development in the workplace.





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# Personal Mastery and Self-Development



## 1 Self-Awareness

Understanding personal strengths, weaknesses, and values.



## 2 Emotional Intelligence

Developing skills for managing and understanding emotions in the workplace.



## 3 Continuous Development

Embracing learning and growth for professional and personal fulfillment.



# Effective Job Search Strategies

1

## Networking

Building professional relationships for career opportunities.

2

## Online Job Boards

Utilizing platforms to find job postings and vacancies.

3

## Social Media

Leveraging social networks for job search and industry insights.



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## Be Honest

Every program has its pros and cons- even yours. Be honest about your flaws.



## Don't Spew Negativity

You might be in the middle of a tough stretch, but try to stay positive.



## Be Prepared

Review the student's materials. Try digging deeper by asking, "What's missing from the application?"



## Don't ask "Do you have any questions?"

Try to avoid asking if the applicant has any questions until the end of the interview.



## Dress to Impress

If you happen to be coming or going from a shift, scrubs may be acceptable, but if not, your attire should be professional.



## Don't Ask Illegal Questions

Avoid questions about marital status, kids, health, age, religion, country of origin, or arrest record.



## Have a Signature Question



## Don't Fill the Silence

Try to avoid the trap of filling moments of silence and

# Preparing for Job Interviews

## Common Questions

Understanding and preparing for frequently asked interview questions.

## Dressing for Success

Presenting a professional and polished appearance for interviews.

## Follow-Up Etiquette

Navigating post-interview thank you notes and follow-up communication.



# Navigating the First Days on the Job

1

## Positive First Impression

Making a strong and lasting impression with colleagues and supervisors.

2

## Company Culture

Understanding the values, norms, and practices within the organization.

3

## Effective Communication

Building rapport and clear communication with team members.

# Managing Expectations and Entitlement in the Workplace

## Feedback

### Dealing with Feedback

Receiving, processing, and effectively utilizing  
feedback for growth.

## Flexibility

### Flexibility & Adaptability

Cultivating openness to change and adaptability  
in diverse work environments.





# Financial Literacy for Sustainable Careers

Basic Financial Management

Essential principles for budgeting and responsible financial habits.

Saving & Investing

Insights on saving and making informed decisions for long-term financial stability.



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# Digitization

## Overview of Essential Digital Skills

- **Basic Computer Skills:** Depending on the job or career pursued, proficiency in tools like Excel is highly valued in the financial sector. Having advanced Excel skills sets you apart from other candidates and enhances your chances of securing a job.
- **Advanced Digital Skills:** This includes leveraging AI tools like ChatGPT to create content, conduct research, perform data analytics, and more. AI has revolutionized the world, and candidates who possess AI skills can significantly improve productivity and efficiency for both themselves and their employers. By 2030, it is estimated that 80% of jobs will either involve AI or require AI skills.



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# Conclusion

In conclusion, cultivating work readiness skills is crucial for students to thrive in their careers. By combining technical skills, work readiness, and personal growth, students can enhance their holistic career success, adapt to changing workplace demands, and foster their personal and professional development. Invest in work readiness to unlock a world of opportunities!

