

EMPLOYMENT ENABLEMENT & DEVELOPMENT

“Empower individuals with the mindset, tools, and strategies needed to succeed in today’s competitive job market.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

The Employment Enablement & Development course is designed to prepare jobseekers, new graduates, and transitioning professionals with the essential skills needed to gain employment, succeed in interviews, and thrive in modern workplace environments. Combining career planning, communication techniques, and professional behavior training, this program enhances both soft and job-readiness skills to increase employability and workforce adaptability.

Objectives

By the end of this course, participants will be able to:

- Understand the expectations of modern employers
- Create compelling CVs, cover letters, and digital profiles
- Build confidence for interviews and workplace interactions
- Identify personal strengths and align them with career goals
- Demonstrate teamwork, communication, and time management skills

Why Attend

Whether you're entering the job market for the first time, returning after a break, or shifting careers, this course equips you with tools that help you stand out professionally, communicate effectively, and secure meaningful employment.

Target Audience

- Unemployed or underemployed individuals
- Graduates and school leavers
- Career changers and re-entry professionals
- Vocational students and interns
- Participants in government employment programs

Individual Benefits

- Increase your confidence and interview performance
- Learn how to present yourself professionally, online and in-person
- Identify suitable roles aligned with your interests and strengths
- Learn workplace rights, responsibilities, and career progression strategies

Organizational Benefits

- Prepare candidates for workplace integration
- Strengthen recruitment pipelines
- Support employee transition or outplacement programs
- Promote a culture of continuous improvement and personal accountability

Instructional Methodology

- Trainer-led workshops and coaching
- Interactive activities and confidence-building tasks
- Career simulations (mock interviews, job fairs)
- Personal development plans and career mapping
- Group presentations and real-world scenarios

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | ☕ Coffee Breaks: 09:30 & 11:15 | 🍽️ Lunch Buffet: 01:00 – 02:00

Day 1: Personal Development & Mindset for Employment

- Module 1: Understanding Self – Strengths, Values, and Skills (07:30 – 09:30)
- Module 2: Growth Mindset and Motivation (09:45 – 11:15)
- Module 3: Goal Setting and Personal Development Plans (11:30 – 01:00)
- Module 4: Confidence Building Exercises and Icebreakers (02:00 – 03:30)

Day 2: Job Market Navigation & Career Planning

- Module 1: Overview of the Job Market & Industry Trends (07:30 – 09:30)
- Module 2: Career Mapping & Finding the Right Fit (09:45 – 11:15)
- Module 3: CV and Cover Letter Writing Workshop (11:30 – 01:00)
- Module 4: Digital Branding – LinkedIn & Online Profiles (02:00 – 03:30)

Day 3: Communication & Presentation Skills

- Module 1: Workplace Communication Styles and Expectations (07:30 – 09:30)
- Module 2: Verbal & Non-Verbal Communication Techniques (09:45 – 11:15)
- Module 3: Professional Email, Phone & Social Etiquette (11:30 – 01:00)
- Module 4: Public Speaking & Presentation Practice (02:00 – 03:30)

Day 4: Interview Skills & Workplace Readiness

- Module 1: Interview Preparation Strategies (07:30 – 09:30)
- Module 2: STAR Technique and Behavioral Interviewing (09:45 – 11:15)
- Module 3: Dress, Grooming, and Professional Behavior (11:30 – 01:00)
- Module 4: Mock Interviews with Feedback (02:00 – 03:30)

Day 5: Workplace Success & Career Advancement

- Module 1: Workplace Expectations, Rights & Responsibilities (07:30 – 09:30)
- Module 2: Time Management, Problem Solving & Adaptability (09:45 – 11:15)
- Module 3: Building a Career Path – Promotions and Upskilling (11:30 – 01:00)
- Module 4: Personal Action Plan and Course Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion: Employment Enablement & Development, demonstrating readiness for job-seeking, professional behavior, and future career success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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