

**CAREER COACHING, TRAINING & MENTORING**

FACILITATOR: DERIA VAN WYK

VENUE: CEU TRAINING ROOM, HAYDN STREET

*The aim of this programme is to support and equip unemployed or inexperienced young graduates with the necessary skills and knowledge in order to be ready for the job market.*

**13 JULY 2018**  
**14:30 – 16:30**

<b>14:30 – 14:45</b>	Welcoming and Introduction
<b>14:45 – 15:00</b>	Wheel of Life
<b>15:00 – 15:20</b>	Swot analysis/Vision board development
<b>15:20 – 15:40</b>	Goal setting – Personal and professional
<b>15:40 – 16:00</b>	Value setting – Personal and professional <i>(Matching your gifts and talents with your job)</i>
<b>16:00 – 16:30</b>	Image grooming / Personal branding Professional imaging Adopting a healthy lifestyle

**20 JULY 2018**  
**14:30 – 16:30**

<b>14:30 – 14:45</b>	Welcoming and Introduction
<b>14:45 – 15:00</b>	Communication skills – Personal and professional
<b>15:00 – 15:20</b>	Connecting with people – People smart
<b>15:20 – 15:40</b>	Decision making & Problem solving
<b>15:40 – 16:00</b>	Cultural diversity in the workplace
<b>16:00 – 16:30</b>	Conflict transformation Effective customer service

**END OF SESSION**

**27 JULY 2018**  
**14:30 – 16:30**

<b>14:30 – 14:45</b>	Welcoming and Introduction
<b>14:45 – 15:00</b>	Balancing work and professional life
<b>15:00 – 15:15</b>	Maximising your potential
<b>15:15 – 15:30</b>	Steps to career success
<b>15:30 – 16:00</b>	Emotional intelligence
<b>16:00 – 16:30</b>	Successful public speaking

**03 AUGUST 2018**  
**14:30 – 16:30**

<b>14:30 – 14:45</b>	Welcoming and Introduction
<b>14:45 – 15:10</b>	Stages of team development;
<b>15:10 – 15:25</b>	Role clarification in the workplace
<b>15:25 – 15:40</b>	Groups versus Teams - Team cohesion
<b>15:40 – 16:00</b>	Understanding organisations
<b>16:00 – 16:30</b>	Appreciation in the workplace

**END OF SESSION**

Please confirm your attendance at [devanwyk@nust.na](mailto:devanwyk@nust.na)