HIGH SCHOOL TRAINING PROGRAMME

"Preparing Today's Learners for Tomorrow's Opportunities."

A practical development programme designed to equip Grade 10–12 learners with career direction, personal development, workplace-readiness skills and the confidence to transition successfully into tertiary education, learnerships, entrepreneurship or the world of work.

1. Programme at a Glance

Target Audience	Grade 10–12 learners
Recommended Duration	2–3 full days or 6–8 shorter facilitated sessions
Delivery Method	Facilitated workshops, practical exercises, career activities, scenarios, role plays and reflection
Core Outcome	Learners demonstrate greater self-awareness, career clarity, confidence, professionalism and future readiness

2. Course Outline

#	Module	Key Learning Areas
01	**Knowing Yourself: Strengths, Values & Potential**	Self-awareness, strengths, values, interests, growth mindset, confidence and understanding personal potential.
02	**Career Guidance & Future Pathways**	Career exploration, subject choices, tertiary education, learnerships, apprenticeships and workplace options.
03	**Personal Brand & Digital Footprint**	Personal image, reputation, responsible social media use, digital footprint and online professionalism.
04	**Communication for Success**	Verbal and written communication, listening, asking questions, professional language and presentations.
05	**Emotional Intelligence & Self-Management**	Self-awareness, emotional regulation, empathy, resilience and decision-making.
06	**Building Positive Relationships & Teamwork**	Respect, collaboration, diversity, trust, teamwork and working with different

		personalities.
07	**Confidence, Assertiveness & Speaking Up**	Expressing ideas, asking for help, boundaries, peer pressure, feedback and confident communication.
08	**Time Management, Study Skills & Productivity**	Planning, prioritisation, study routines, deadlines, goal setting and avoiding procrastination.
09	**Problem-Solving & Critical Thinking**	Identifying problems, analysing options, questioning information, solutions and decision-making.
10	**Digital & Future Skills**	Digital literacy, responsible technology use, AI awareness, online safety and future workplace adaptability.
11	**Entrepreneurship & Financial Literacy**	Entrepreneurial thinking, basic business concepts, budgeting, saving and responsible money management.
12	**Workplace Readiness & Career Preparation**	CV basics, interview preparation, workplace etiquette, networking, career goals and continuous learning.

3. Practical Future-Readiness Activities

My Future Map: Create a personal pathway showing interests, strengths, subjects, possible careers, further-study options and next steps.
Career Conversation Challenge: Practise asking questions about careers, qualifications, workplace expectations and opportunities.
My Professional Introduction: Prepare and deliver a short introduction covering who you are, your strengths, interests and future goals.
What Would You Do?: Work through scenarios involving peer pressure, mistakes, conflict, digital behaviour, priorities and ethical choices.
Interview Role Play: Practise common interview questions, professional communication, body language and confidence.
Personal Budget Challenge: Build a simple monthly budget and explore needs, wants, saving and responsible financial decisions.
Team Challenge: Complete a practical team activity developing communication, collaboration, problem-solving and leadership.

4. Learner Development Toolkit

- Personal Strengths & Values Worksheet
- Career Exploration Worksheet
- Subject & Career Alignment Planner
- Future Pathway Planner
- Personal Development Plan
- Professional Introduction Template
- CV Starter Checklist
- Interview Preparation Checklist
- Digital Footprint Checklist
- Communication & Email Guide
- Time & Study Planner
- Personal Budget Planner
- Goal-Setting Worksheet

- Reflection & Action Plan

5. Assessment & Certificate

Future Readiness Assessment: Learners complete a baseline and end-of-programme assessment/reflection to identify development areas and demonstrate progress.

- Self-awareness
- Communication
- Emotional intelligence
- Teamwork
- Confidence
- Problem-solving
- Time management
- Digital awareness
- Career readiness
- Professional behaviour

Certification: Certificate of Completion with an optional Learner Future-Readiness Scorecard.

6. Programme Outcomes

- Demonstrate greater self-awareness and confidence in personal strengths and potential.
- Explore career options and identify practical next steps beyond Grade 12.
- Communicate confidently and appropriately with peers, educators and future workplace stakeholders.
- Apply emotional intelligence and resilience when navigating relationships and challenges.
- Work collaboratively and demonstrate respect, accountability and positive team behaviour.
- Use practical problem-solving and critical-thinking approaches.
- Manage time, study priorities and personal responsibilities more effectively.
- Demonstrate responsible digital behaviour and awareness of future workplace technology.
- Understand basic financial and entrepreneurial concepts.
- Approach further study, learnerships, entrepreneurship or employment with a growth mindset.

7. Programme Positioning

“Preparing Today's Learners for Tomorrow's Opportunities.”

Ethos Solutions • People • Purpose • Results

Developing People. Changing Lives.