

SKILLS PROGRAMMES




Set yourself on the Path to Success!



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Professional Skills

Level Up Your Professional Game



Duration: 5 hours



Training Mode:
In-person or Online



Objective

Equip participants with essential communication and collaboration skills vital for success in today's modern workspaces.



Target Audience

Youth entering the workforce, interns, graduates, and junior employees looking to build a strong professional foundation.

What You Will Learn

- **Communication Skills:** Verbal and non-verbal techniques, active listening, professional email and writing etiquette.
- **Teamwork & Collaboration:** Working effectively in diverse teams, conflict resolution strategies, understanding team roles and dynamics.

Benefits & Outcomes

- Communicate clearly and professionally across multiple platforms.
- Build rapport and foster collaboration within teams.
- Navigate workplace conflict with confidence.
- Demonstrate professionalism in all team interactions.

Entry Requirements

None. Open to all individuals eager to enhance workplace communication and teamwork skills.



How to Register

Email us to register:
enquiries@peoprime.co.za with your full name, contact details, and programme title.

Time Management & Organization

Master Your Minutes: Time & Task Hacks



Objective

Empower participants to prioritize effectively, manage workload, and maintain an organized approach to professional tasks.



Target Audience

Students, interns, entry-level employees, and individuals adjusting to structured work environments.

What You Will Learn

- Prioritization techniques (e.g., Eisenhower Matrix)
- Practical planning and scheduling methods
- Goal setting, personal accountability, and habit formation

Benefits & Outcomes

- Enhance daily and long-term productivity.
- Meet deadlines calmly and systematically.
- Establish work habits that support career success.

Entry Requirements

No prior experience necessary.



Duration: 5 hours



Training Mode:

In-person or Online



How to Register

Email us to register:

enquiries@peoprime.co.za with your full name, contact details, and programme title.

Professionalism & Workplace Etiquette

Workplace Savvy: Look Sharp, Act Smarter



Objective

Prepare individuals to represent themselves and their organizations professionally in any work setting.



Target Audience

New employees, interns, and individuals entering the corporate environment.

What You Will Learn

- Personal presentation and grooming standards
- Workplace conduct and ethical practices
- Networking skills for building professional relationships

Benefits & Outcomes

- Make impactful first impressions.
- Build a reputation of trust and reliability.
- Navigate formal and informal networking opportunities confidently.

Entry Requirements

Open to all career starters.



Duration: 5 hours



Training Mode:

In-person or Online



How to Register

Email us to register:

enquiries@peoprime.co.za with your full name, contact details, and programme title.

Problem-Solving & Critical Thinking

Think Smart: Solve, Decide, Innovate



Objective

Cultivate analytical and solution-driven mindsets necessary for overcoming professional challenges.



Target Audience

Early-career professionals, junior managers, and team contributors.

What You Will Learn

- Root-cause problem analysis
- Structured decision-making models
- Innovation and creative thinking frameworks

Benefits & Outcomes

- Tackle complex workplace problems methodically.
- Drive innovation and suggest practical solutions.
- Make confident decisions under uncertainty.

Entry Requirements

No prerequisites needed.



Duration: 5 hours



Training Mode:
In-person or Online



How to Register

Email us to register:
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Adaptability & Resilience – Thrive Through Change:

Build Your Bounce-Back Skills



Objective

Equip participants to handle workplace change, stress, and feedback with positivity and emotional strength.



Target Audience

Young professionals, career changers, and employees in evolving industries.

What You Will Learn

- Managing change and embracing uncertainty
- Stress reduction techniques
- Building a resilient mindset

Benefits & Outcomes

- Maintain composure during organizational changes.
- Develop a growth-oriented mindset.
- Handle workplace pressure with grace and flexibility.

Entry Requirements

None.



Duration: 5 hours



Training Mode:
In-person or Online



How to Register

Email us to register:
enquiries@peoprime.co.za with your full name, contact details, and programme title.

Financial Literacy

Money Moves: Finance 101



Duration: 5 hours



Training Mode:
In-person or Online



Objective

Provide participants with the knowledge to manage personal finances and navigate financial aspects of employment.



Target Audience

Youth, early earners, and professionals entering financial independence.

What You Will Learn

- Budgeting essentials
- Reading and understanding payslips
- Saving, investing, and debt avoidance basics

Benefits & Outcomes

- Create and manage a personal budget.
- Understand tax deductions and employee benefits.
- Make smart financial decisions early in your career.

Entry Requirements

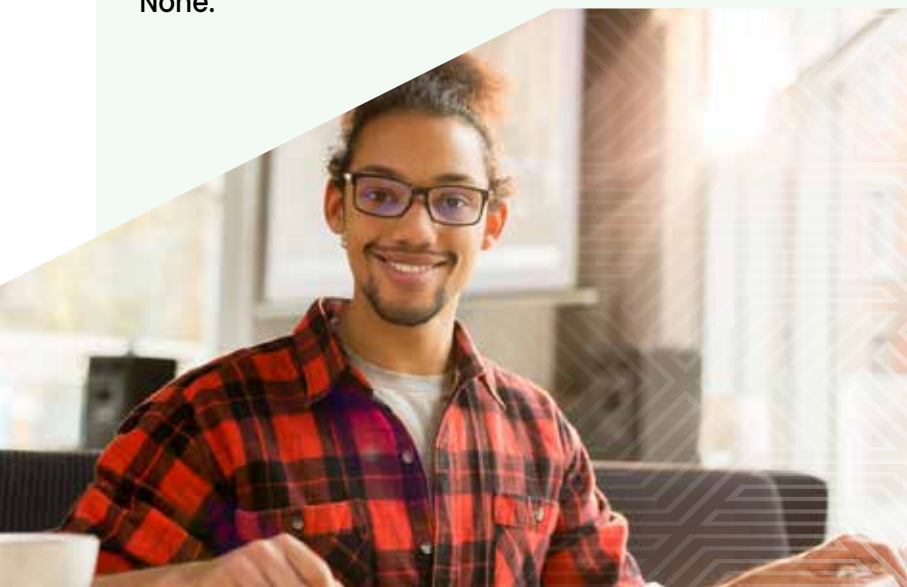
None.



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Career Development

Kickstart Your Roadmap to Success



Objective

Guide individuals in crafting effective career strategies, portfolios, and personal brands.



Target Audience

Job seekers, graduates, and early-career employees.

What You Will Learn

- Portfolio and CV creation
- Interview preparation techniques
- Setting and achieving career goals

Benefits & Outcomes

- Stand out in competitive job markets.
- Approach interviews with professionalism and confidence.
- Chart a clear, personalized career development path.

Entry Requirements

No specific requirements.



Duration: 5 hours



Training Mode:
In-person or Online



How to Register

Email us to register:
enquiries@peoprime.co.za with your full name, contact details, and programme title.

Health & Safety

Work Smart, Stay Safe: Health & Wellness at Work



Duration: 5 hours



Training Mode:
In-person or Online



Objective

Ensure participants understand their rights and responsibilities related to physical and mental workplace safety.



Target Audience

All employees, especially those entering physically demanding or industrial workspaces.

What You Will Learn

- Basic occupational health and safety laws
- Ergonomic practices for injury prevention
- Mental health support in the workplace

Benefits & Outcomes

- Promote a culture of safety and well-being.
- Prevent workplace injuries and manage stress effectively.
- Advocate for healthier working environments.

Entry Requirements

Open to all.



How to Register

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Artificial Intelligence (AI) Awareness

Future-Proof with AI: What You Need to Know



Objective

Foster understanding of AI technologies, their real-world applications, and their impact on the future of work.



Target Audience

Professionals and learners keen on future-proofing their skills.

What You Will Learn

- History and fundamentals of AI
- Practical uses of AI in various industries
- Ethical considerations and future AI trends

Benefits & Outcomes

- Understand AI's role in modern workplaces.
- Leverage AI tools to boost personal and team productivity.
- Navigate AI developments ethically and responsibly.

Entry Requirements

Basic digital literacy recommended but not required.



Duration: 5 hours



Training Mode:
In-person or Online



How to Register

Email us to register:
enquiries@peoprime.co.za with your full name, contact details, and programme title.

General Registration Information

Payment:

- Invoices will be issued upon registration confirmation.

Certification:

- Participants will receive a Certificate of Attendance.

Group Bookings:

- Discounts available for group enrollments.

Need Help?

- Contact our support team at enquiries@peoprime.co.za





Peo Prime

People Empowerment Opportunities

CONTACT

EMAIL

enquiries@peoprime.co.za

WEBSITE

www.peoprime.co.za