

Workplace skills for apprentices and new employees (Microcredential)



Give your apprentices and new employees the support, confidence, workplace skills, and simple tools they need to succeed in the workplace.



Ph 0417 424 232 | www.transtegicwd.com

v1.0 © Transtegic Workforce Development

TRANSTEGIC
WORKFORCE DEVELOPMENT



Workplace skills for apprentices and new employees (Microcredential)

WHO IS IT FOR?

Apprentices or new employees in your workplace.

OUTCOMES

Participants will gain the skills and confidence they need to be an effective team member in your organisation. On successful completion of this course and assessment requirements learners will receive a *Certificate of Completion* for this industry recognised microcredential.

OUR APPROACH

Participants attend a one-day, high-impact training workshop to learn and practice key workplace skills and tools then return to their workplaces to apply these techniques.

COST

\$645+GST per person

WORKPLACE SKILLS AND TOOLS SUPPLIED:

- Essential communication skills at work
- Simple time management and goal setting techniques
- Dealing with changes and challenges of entering the workforce
- Understanding workplace standards and expectations
- Positive attitudes and behaviours to succeed at work
- Using self-reflection and feedback to improve
- Where and how to seek help and support

MICROCREDENTIAL

This course has been developed to satisfy the requirements of the National Microcredentials Framework (2021). Electronic Microcredential *Certificate of Completion* issued upon successful completion of the assessment requirements.