

A CONSULTATIVE  
VIRTUAL  
LEARNING  
PROGRAMME

# GRADUATE WORK READINESS PROGRAMME

---

A COLLABORATIVE PROGRAMME OF

  
WORK READINESS INSTITUTE  
AUSTRALIA

 **WAL**<sup>TM</sup>  
GLOBAL CENTRE FOR  
WORK-APPLIED LEARNING



## DEVELOPING GRADUATE WORK READINESS SKILLS

While tertiary study develops the technical knowledge and skills of graduates, they often lack the soft skills needed to be successful in the workplace.

### ABOUT THE PROGRAMME

The Graduate Work-Readiness (GWR) programme has been developed by Work Readiness Institute Australia (WRIA) in collaboration with Global Centre for Work-Applied Learning (GCWAL).

While fresh graduates have the technical knowledge and skills that they have acquired during their tertiary studies, they often lack the skills which are essential for them to transition into the world of work and be part of a larger team.

The GWR programme is designed to build the competencies of fresh graduates in areas such as inter-personal skills, problem-solving and decision making, collaborative skills and self-management.

This work-based learning programme is delivered online with in-built support but the learning takes place at work and for work through a real-life project. This enables the learning to be directly integrated into the participant's work situation.

### HOW DOES THIS PROGRAMME WORK

#### PROGRAMME STRUCTURE

This programme has two components:

1. **Work-based project** - this programme incorporates a real-live project that the manager will assign to the participant. This project is the means by which each participant will develop the skills and knowledge to make them work-ready.
2. **Reflection** – during the programme, participants are required to reflect by engaging in careful thinking and finding insights about what has happened and what they have learned.



During this programme, the participants will acquire and apply programme knowledge, including the following:

- Orientation to the workplace
- Communication
- Working with others
- Problem-solving
- Decision-making
- Responding to conflict
- Organisational politics
- Self-management
- Awareness of leadership styles
- Reflections on work readiness

Participants will also engage in:

- facilitator-led **group webinars** for real time video discussion and Q&A interaction
- Directed readings through the online **learning management system**
- pre-recorded **learning videos** and **activities** to encourage active learning, critical thinking and reflection.

### ROLE OF THE MANAGER

As this is a work-based programme, the manager of each participant plays a crucial role by identifying a workplace problem which the participant could address by way of a project.

They will also be provided updates of the project plan for their approval. When the participant starts to implement the project, the manager will be provided progress reports and the final written report on completion of the project.

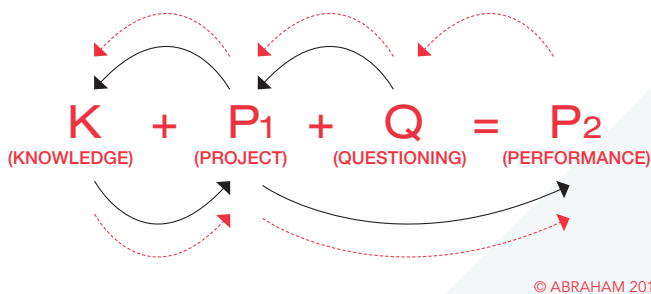
### ROLE OF WRIA FACILITATORS

Experienced WRIA facilitators will provide written feedback on the progress reports and final report produced by the participants.

They will also facilitate regular group webinars to assist in the learning process as the participants reflect on their project and their development in the context of self, self in relation to others and self as part of a team.

### CONSULTATIVE WORK-APPLIED LEARNING (WAL) PROCESS

The GWR programme is delivered online over 4 months and the participants will go through a consultative WAL process as summarised in the learning formula below:



The participants will:

- critically reflect and question (Q) how to address a project (P1) in their workplace which has been identified by their manager,
- Reflect and apply the relevant programme knowledge (K) to provide possible solutions,

- implement the project after the manager has approved the project plan,
- reflect and continuously adapt the project based on feedback from the manager,
- through the implementation of the project, acquire essential skills and knowledge that will enable them to contribute productively to their department,
- achieve performance outcomes (P2) including learning outcomes and project outcomes, and
- learn to reflect on self, self in relation to others and self as part of a team, under the guidance of their facilitator.

## PROGRAMME DELIVERABLES

Each participant will produce a project plan and a project implementation report. The report will include participants' reflections on the project, process and learning outcomes and on their development in the context of self, self in relation to others and self as part of a team.

## PROGRAMME FEES

The programme fee is AUD4,000 per participant.

The programme may be either inter-company with participants from different organisations or in-company. Each cohort will have 20 participants.

## ENTRY CRITERIA

Participants should have a recognised bachelor's degree AND adequate English language proficiency AND be currently employed.

## CERTIFICATION

Participants who successfully complete the GWR programme will be awarded the Certificate of Completion by WRIA and GCWAL.

## FURTHER PROGRAMMES

Participants who successfully complete the GWR programme have the option of undertaking further programmes as shown in the diagram.

Alternatively, direct entry into these programmes is also available to employees who management has identified as potential management talent.

Completion of these programmes provides advanced standing in postgraduate programmes at select institutions of higher learning.



## COLLABORATIVE PROGRAMME PARTNERS

This programme has been developed by **Work-Readiness Institute Australia**.



**Work-Readiness Institute Australia** ([www.workreadiness.com.au](http://www.workreadiness.com.au)) is dedicated to making people work-ready, ranging from fresh graduates who lack essential work skills to experienced managers who are changing careers. It is a research and development partner of the Global Centre for Work-Applied Learning ([www.gcwal.com.au](http://www.gcwal.com.au)), which is a management research, consultancy and development centre specialising in Work-Applied Learning and Work-Based Learning.



At the **Global Centre for Work-Applied Learning** ([www.gcwal.com.au](http://www.gcwal.com.au)), we empower individuals, teams, and organisations to learn to enable change. Our suite of learning programmes is designed for a range of people from starting graduates to senior management. Each programme uses our consultative work-applied learning (**WAL**) process to achieve change, whether at an individual, team or organisational level. All programmes are delivered online with inbuilt support from experienced facilitators.

## FOR FURTHER INFORMATION ON OUR PROGRAMME, PLEASE CONTACT US:



Work-Readiness Institute Australia  
E: [gcwal@gcwal.com.au](mailto:gcwal@gcwal.com.au)

T: 1300 494 681  
W: [www.workreadiness.com.au](http://www.workreadiness.com.au)