



A CONSULTATIVE
VIRTUAL
LEARNING
PROGRAMME

GRADUATE WORK READINESS PROGRAMME

AN ACTION LEARNING PROCESS



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 Global Centre for Work-Applied Learning (GCWAL) for fresh graduates starting out in industry as well as recently employed graduate-level employees.

While 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 the graduates in areas such as inter-personal skills, problem-solving and decision making, collaborative skills and self-management.

This programme uses the well-recognised Action Learning (AL) process which addresses real problems in organisations to produce tangible solutions and develop the effectiveness of the graduates.

This programme is delivered online over four months with in-built support in the form of group webinars, individual feedback and a dedicated Learning Management System with learning materials and activities. The learning takes place at work and for work through work-based projects. 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. **Reflection** – while working on various work-based projects, participants will apply knowledge of the following dimensions:
 - Communication
 - Working with others
 - Problem-solving
 - Decision-making
 - Responding to conflict
 - Organisational politics
 - Self-management
 - Awareness of leadership styles

They will critically reflect on the development of their work readiness skills in the context of self, self as part of the team and self in relation to others.

2. **Action Learning project** – each participant will be assigned a real-life project by their manager. They will apply knowledge on AL and project planning to develop an AL project plan for implementation after the GWR programme.

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

The manager of each participant plays a crucial role in this programme. They will identify:

- one or more work-based projects to enable the participant to develop their work-readiness skills and provide monthly reflection reports.
- a problem in the organisation for the participant to address as an AL project and to develop an AL project plan.

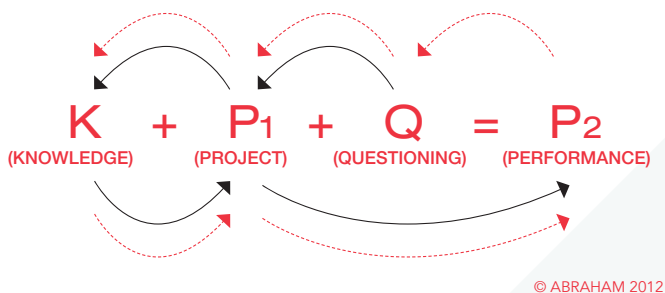
ROLE OF GCWAL FACILITATORS

Experienced GCWAL facilitators will provide written feedback on the progress reports and the AL project plan produced by each participant.

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 monthly reflection report on the development of their work-readiness skills; and
- an AL project plan

PROGRAMME FEES

The programme fee is **\$4,500+GST** 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

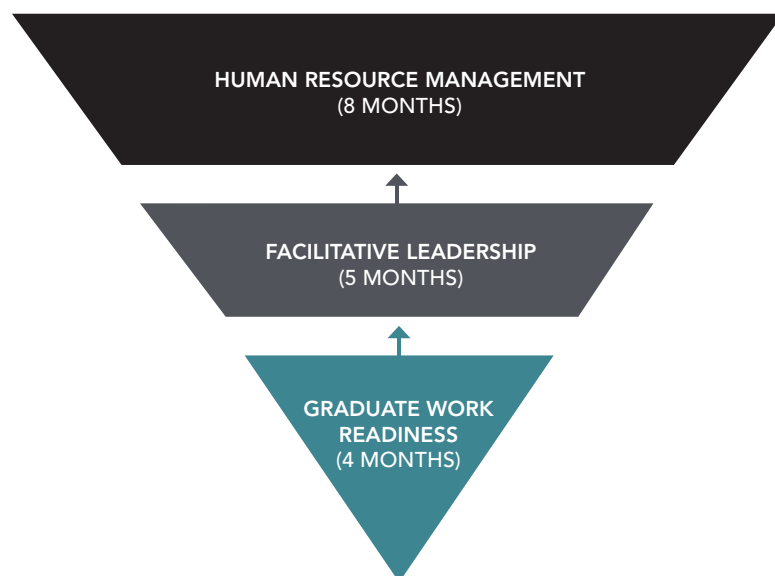
- Participants who complete the work-based project deliverables will receive a **Certificate of Completion** of this programme from GCWAL.
- Those participants who complete the deliverables at postgraduate level will receive:
 - a **Certificate of Successful Completion** of the programme from GCWAL and Action Learning Action Research Association (ALARA).
 - complimentary membership of ALARA for one year; and
 - **Advanced standing** towards a Master's qualification at the Australian Institute of Business or Leeds Trinity University UK. Further details are available on request.

OPTIONAL PATHWAYS

Pathways to further GCWAL modules in Work-Based Manager Development are available on completion of the GWR Programme as shown in the diagram.

Completion of these further modules provides further credit towards a Master's qualification at the Australian Institute of Business or Leeds Trinity University UK for participants who complete work at postgraduate level. Further details are available on request.

WORK-BASED MANAGER DEVELOPMENT



COLLABORATIVE PROGRAMME PARTNERS



At the **Global Centre for Work-Applied Learning** (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.



Action Learning Action Research Association Ltd is a global network of programmes, institutions, professionals, and people interested in using Action Learning and Action Research to generate collaborative learning, training, research and action to advance social changes and to transform workplaces, schools, colleges, universities, communities, voluntary organisations, governments and businesses. ALARA has members around the world and supports networking between members through the conduct of World Congresses, conferences and local events. ALARA also produces a variety of professional publications, including Action Learning and Action Research Journal.

FOR FURTHER INFORMATION ON OUR PROGRAMME, PLEASE CONTACT US:



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