



A CONSULTATIVE
VIRTUAL
LEARNING
PROGRAMME

EMPOWERING PEOPLE
to learn for change

GRADUATE WORK READINESS PROGRAMME

AN ACTION-ORIENTED
LEARNING APPROACH

A PROGRAMME OF



WORK READINESS INSTITUTE
AUSTRALIA

SUPPORTED BY

ACTION LEARNING ACTION RESEARCH ASSOCIATION LTD



DEVELOPING GRADUATE WORK READINESS SKILLS

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

ABOUT THE PROGRAMME

The Graduate Work-Readiness (GWR) programme has been developed by Work-Readiness Institute (WRIA) in collaboration with the 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 people 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 people skills of the graduates such as problem-solving and decision making, collaborative skills and self-management through understanding themselves in the context of self, self as part of a team and self in relation to others in the organisation.

This programme is delivered **online** over **4 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 a work-readiness 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-readiness (WR) project** - this action-oriented learning programme incorporates an applied WR project for the participants to develop their people skills. In consultation with their manager, each participant will plan and implement their WR project. As the participants work on their WR project and interact with others in the organisation, they will critically review and apply the following programme knowledge:
 - Communication
 - Self-management
 - Working with others
 - Problem-solving



- Decision-making
 - Responding to conflict
 - Organisational politics
 - Awareness of leadership styles
- 2. Critical Reflection** - during the programme, participants will critically reflect and find insights about what has happened and what they have learned.

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 learning and application, critical thinking and reflection.

ROLE OF THE PARTICIPANT

Each participant will produce the following deliverables:

- A plan for their WR project
- A monthly reflective report on the development of their work-readiness skills; and
- A project implementation report, integrating the monthly reflective reports and a summary of the participant's reflections on the development of their work-readiness skills in the context of self, self in relation to others and self as part of a team.

ROLE OF THE MANAGER

The manager of each participant plays a crucial role in this programme. The participant will provide their manager the WR project plan for their approval, the monthly reflective reports as well as the implementation report. In addition, the manager will receive a copy of the WRIA facilitator's written feedback on the reflective reports.

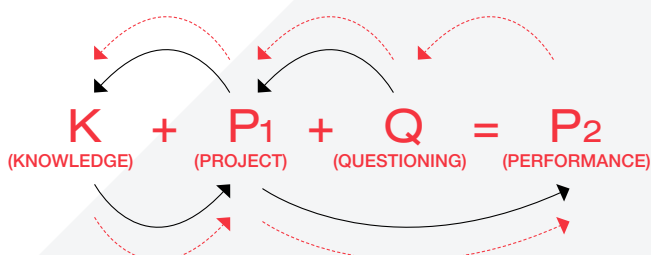
The triangulation process comprising the reflective reports from the participant, feedback from the WRIA facilitator and the manager's observations of the participant will aid the manager to assess the participant's progress.

ROLE OF WRIA PROGRAMME FACILITATOR

Experienced WRIA Programme Facilitators will provide written feedback on the WR project plan and reflective reports 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

During the GWR programme, the participants will go through a consultative WAL process as summarised in the learning formula below:



They will:

- Critically reflect on their WR skills
- Question (**Q**) how to improve their WR skills
- Define their WR project (**P1**)
- Reflect and apply the relevant knowledge (**K**) to improve their WR skills
- Achieve performance outcomes (**P2**) including learning and project outcomes.

PROGRAMME FEES

The programme fee is **\$2,250+GST** per participant.

The programme may be either inter-company with participants from different organisations or in-company. Each cohort will have a total of 18 participants.

ENTRY CRITERIA

Participants should have:

- a recognised bachelor's degree or managerial experience of at least three years AND
- adequate English language proficiency AND
- be currently employed

CERTIFICATION

CERTIFICATE OF PARTICIPATION

Participants who do not complete the deliverables to the required standard will receive a **Certificate of Participation** from WRIA and ALARA.

CERTIFICATION OF COMPLETION

Those participants who complete the deliverables to the required standard will:

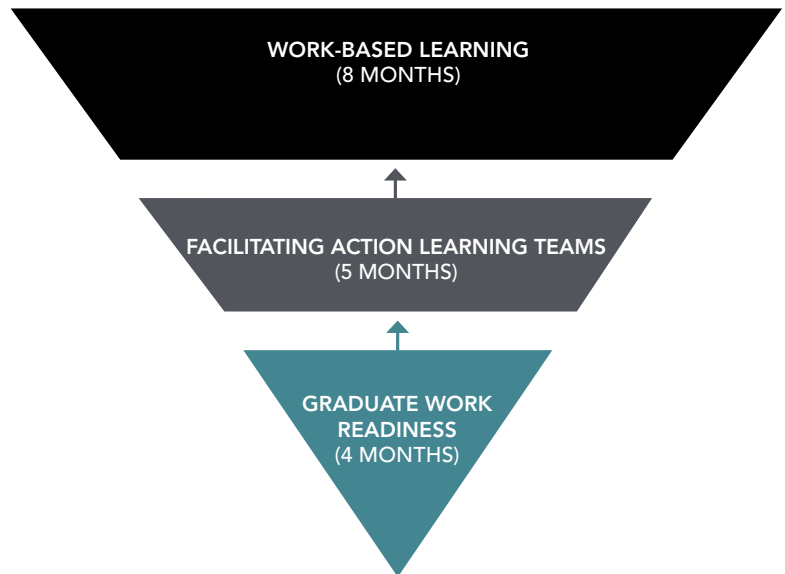
- receive a **Certificate of Completion** from WRIA and Action Learning Action Research Association (ALARA),
- be eligible for admission and into the Facilitating Action Learning Teams programme delivered by GCWAL, and
- Receive **Complimentary Membership** of ALARA for one year.

OPTIONAL PATHWAYS

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

Further details are available on request.

WORK-BASED MANAGER DEVELOPMENT



ABOUT



Work-Readiness Institute Australia (WRIA)

(www.gcwal.com.au/work-readiness-institute-australia) WRIA is a work-based learning and development arm of the Global Centre for Work-Applied Learning (GCWAL), and specialises in work readiness. It is an independent entity committed to developing people who are in the transition of change into their first job in an organisation as graduates, their first management job, a new middle management position or a new business role where they require new business concepts and practice.



Action Learning Action Research Association Ltd (ALARA)

(www.alarassociation.org) 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.

FOR FURTHER INFORMATION ON OUR PROGRAMME, PLEASE CONTACT US:



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