



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Essential Life Skills – Level 1

Overview

This entry-level seminar introduces participants to the fundamental life skills needed to succeed personally and professionally. From personal grooming to effective communication, participants will learn how to develop confidence, work with others, and adapt to workplace expectations.

Key Objectives

By the end of this seminar, participants will be able to:

- Recognize the importance of self-awareness and professional image.
- Apply basic communication skills to interact effectively.
- Demonstrate appropriate workplace behaviour and teamwork.
- Develop good personal habits that support success.

Value Added

From self-management to collaboration, life skills are the foundation of personal and professional success.

Who should attend?

This seminar is ideal for:

- Entry-level employees & interns
- Learnership/apprenticeship participants
- Youth employability programs
- Junior staff needing workplace preparation

This seminar consists of the following 15 topics

Topic 1	Self-awareness and emotional understanding
Topic 2	Personal hygiene and grooming
Topic 3	Building self-confidence and a positive image
Topic 4	Workplace behaviour and professional manners
Topic 5	Respecting diversity in the workplace
Topic 6	Introduction to time management
Topic 7	Developing a positive attitude at work
Topic 8	Teamwork: working with others effectively
Topic 9	Basic communication skills (verbal & non-verbal)
Topic 10	Listening skills and respect in conversations
Topic 11	Understanding instructions and following through
Topic 12	Workplace do's and don'ts
Topic 13	Building trust with colleagues and supervisors
Topic 14	Responsibility and accountability basics
Topic 15	Adapting to workplace culture and expectations

Additional Information

Duration	3-Hour Seminar	
Includes	• Seminar notes • Refreshments (not applicable to on-site / online training)	• Free telephonic after-training support • Electronic Attendance Certificate

PST Training (Pty) Ltd has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.