



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Essential Life Skills – Level 2

Overview

This advanced seminar builds on Level 1 by equipping participants with more complex life and workplace skills. The focus is on personal growth, resilience, problem-solving, and professionalism — preparing participants to thrive in challenging environments and contribute positively to organisational goals.

Key Objectives

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

- Apply resilience and coping strategies for workplace challenges.
- Demonstrate effective problem-solving and decision-making.
- Communicate assertively and confidently in professional situations.
- Show professionalism and integrity in workplace interactions.

Value Added

Essential Life Skills equips people to adapt, achieve and thrive.

Who should attend?

This seminar is ideal for:

- Employees who completed Level 1
- Junior to mid-level staff seeking growth
- Teams requiring workplace readiness refresher training
- HR programs focused on personal development

This seminar consists of the following 15 topics

Topic 1	Building resilience and a growth mindset
Topic 2	Emotional intelligence at work
Topic 3	Stress awareness and coping skills
Topic 4	Problem-solving and decision-making
Topic 5	Assertive communication techniques
Topic 6	Giving and receiving constructive feedback
Topic 7	Conflict resolution basics
Topic 8	Workplace ethics and integrity
Topic 9	Professional etiquette and image
Topic 10	Handling criticism positively
Topic 11	Adaptability and flexibility at work
Topic 12	Setting personal goals for improvement
Topic 13	Time management and prioritisation
Topic 14	Building strong working relationships
Topic 15	Continuous learning and self-development

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.