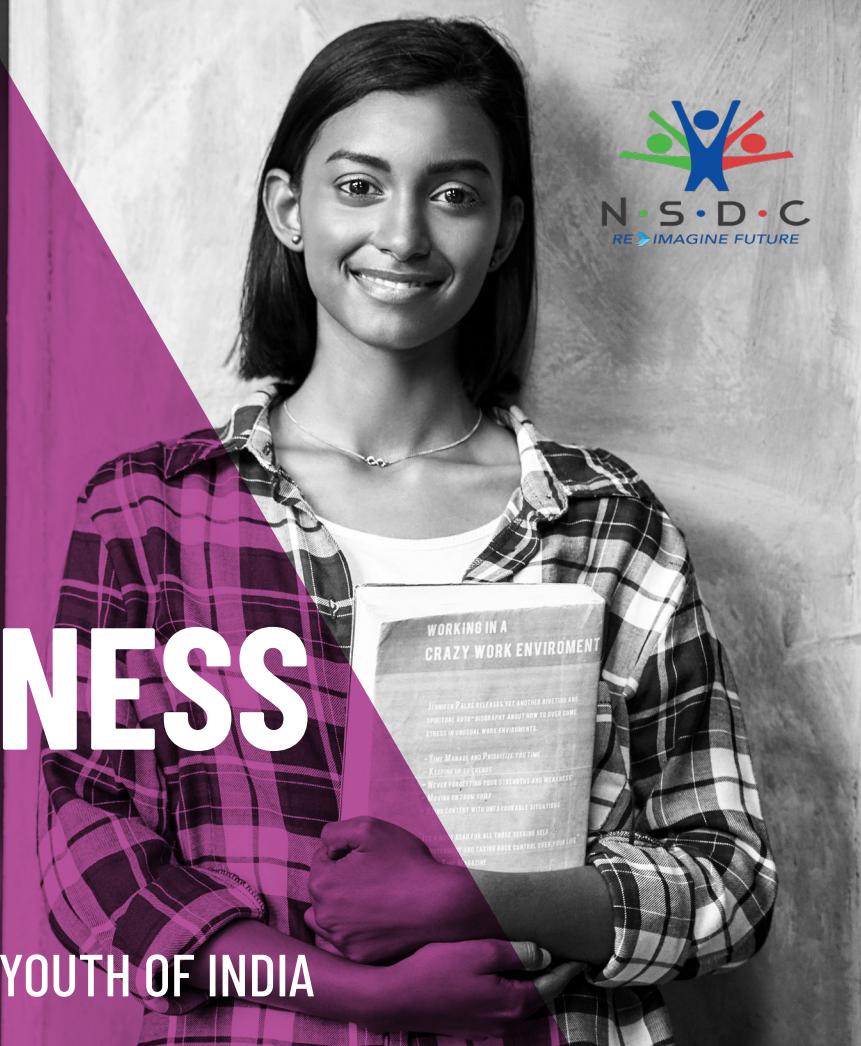# GLOBAL JOB READINESS PROGRAM

A PROGRAM DESIGNED FOR THE YOUTH OF INDIA

Australia's Deakin University, in partnership with India's National Skills Development Corporation (NSDC) is offering students the opportunity to study the "Global Job Readiness Program" and acquire the skills to thrive in today's ever-changing world of work.

ABOUT THE PROGRAM

The Global Job Readiness Program will enhance candidate capabilities across six critical human- centred skills - communication, collaboration, problem solving, innovation, digital literacy and financial literacy.

The Program is available at two levels - Foundation and Intermediate. An assessment process will take place before students commence the program to evaluate which level each student will study.

Communication	Collaboration	Problem Solving
Innovation	Digital Literacy	Financial Literacy

LEARNER JOURNEY

\ The program is available online with five to six hours of learning content including video, quizzes and other interactive formats per skill area.

\ Upon completion, students will undertake a post-program assessment to measure the impact of the program learning.

\ All students who successfully complete the program will receive a digital badge and certificate to share on social networks such as LinkedIn.

FOUNDATION LEVEL

Fundamentals of Communication

Strong communication skills are essential for engaging others, sharing ideas, and building understanding both inside organisations and outside of organisations with stakeholders, customers, and clients.

By the end of this course, candidates will:
\ Understand three areas of communication – interpersonal, business, and informative.
\ Learn ways to communicate effectively using skills to present information, actively listen and provide feedback.
\ Understand different writing styles for business.

Fundamentals of Collaboration

Collaboration is one of the most highly regarded employability skills and many organisations rely on successful collaboration to achieve organisational goals and objectives.

By the end of this course, candidates will be able to:
\ Unpack the individual components of personal accountability.
\ Understand the skills and attributes that can help a team to accomplish agreed goals and collaborate effectively.

Solving Problems in the Workplace

Problem-solving is fundamental to progress, innovation, and development in the workplace whether it's settling a conflict or reaching strategic corporate goals.

By the end of this course, candidates will be able to:
\ Understand the overall problem-solving process.
\ Move through defining the problem and choosing a solution.
\ Review methods to check whether a problem has been solved.

Fostering Innovation in Your Team

Effective innovation in the workplace involves the ability to critically review information, and conceptualise new and improved ideas, theories, practices, or processes.

By the end of this course, candidates will be able to:
\ Understand the value of testing and making judgements to advance innovation processes.
\ Effectively analyse opportunities to innovate using a range of techniques and tools.

Digital Fundamentals in a Connected World

Digital literacy is about using digital platforms to find, evaluate, use and communicate information.

By the end of this course, candidates will be able to:
\ Understand the different technologies that are available.
\ Use digital literacy skills to communicate safely online.
\ Employ techniques to find and create information.
\ Keep your data secure and maintain the digital security of the people and businesses you interact with.

Principles of Financial Literacy

Financial literacy is crucial as it focuses on how financial transactions work and what financial information means, whether it's in your personal life or workplace.

By the end of this course, candidates will be able to:
\ Begin to develop the skills needed to recognise different types of financial transactions.
\ Monitor, control and budget income and expenses, including interest or charges.
\ Find the right information to help you make informed decisions.

INTERMEDIATE LEVEL

Effective Communication in the Workplace

Communication is an important tool to prepare and deliver information, ideas and presentations on a range of topics.

By the end of this course, candidates will be able to:
\ Write professionally, using accurate sentence structure and grammar.
\ Make effective presentations using images and audio visuals.
\ Use interpersonal skills to maintain effective work place relationships.

Effective Team Collaboration

Collaboration is a crucial skill as it helps achieve team goals and drive business success through collaboration and knowledge sharing

By the end of this course, candidates will be able to:
\ Learn about the different team development stages, finding team synergies and models for conflict resolution.
\ Understand how to build and facilitate teamwork and collaboration to promote and contribute to the sharing of ideas and information.

Understanding Problem Solving Processes

Problem Solving is the ability to handle difficult or unexpected situations in the workplace as well as complex business challenges.

By the end of this course, candidates will be able to:
\ Understand the problem-solving process, ask questions to define a problem and set solution criteria.
\ Understand methods of best practice to identify potential solutions and determine the best one.
\ Apply project management skills to implement a solution to a problem.

Identifying Innovative Practices

Identifying innovative practices at the workplace helps to generate, implement and evaluate the success of a new idea.

By the end of this course, candidates will be able to:
\ Understand the process of generating innovations in a planned and systematic way.
\ Identify some methods and techniques to adopt when you want to promote new ideas, introduce new practices or trial new initiatives.
\ Evaluate an innovative idea, both before it goes into production and after.

Participating in the Digital Age

Digital literacy provides knowledge of the standard technologies required to explore, access, create, publish and share information.

By the end of this course, candidates will be able to:
\ Explore the digital technologies and practices required to be a "Digital Literate Professional" in society today.
\ Search for information online and determine its accuracy.
\ Select the appropriate technology by analysing needs.
\ Create quality digital content.
\ Communicate and store data securely online.

Managing Income and Expenditure

Understanding how to manage your income and expenses and the importance of budgeting are key skills in developing your financial literacy.

By the end of this course, candidates will be able to:
\ Recognise different types of financial institutions.
\ Understand the role regulatory bodies play in the financial sector.
\ Develop your knowledge and understanding of financial strategies and where to seek financial information.

> **"Problem-solving, critical thinking, presentation skills, corporate agility, time management and active communication are the most in-demand soft skills that are raising the bar in corporate India."**

Reference: 'India Skills Report 2022' (Wheebox, 2022)

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About Deakin University

Established in 1974, Deakin University successfully combines excellence in teaching, research and effective partnerships with industry and government to deliver high-quality courses and undertake research that makes a difference to the domestic and international communities it serves.

We are pioneers in online learning and continue to be world leaders with our innovative online teaching platform. Our range of programs offered online gives you the freedom to study what you want, how you want, when you want, and where you want.

| Top 1% of universities worldwide[1] | #1 Victorian university for student satisfaction[2] | #1 Victorian university for educational experience[3] | Award-winning university career service in Australia[4] | Top 3 business school in Victoria[5] |

About DeakinCo.

At DeakinCo. we build workplace capability to drive organisational performance through further education and workforce development that meets the ever-changing needs of business. DeakinCo. is backed by Deakin University – one of Australia's leading universities and in the top 1% of universities globally.

Our workplace solutions are recognised and respected both in Australia and internationally, and provide the best possible measure of vital workplace skills.

1 ARWU Rankings 2023, THE World University Rankings 2023, QS World University Rankings 2024
2 Australian Graduate Survey 2010–2015, Graduate Outcomes Survey 2016–2022, Quality Indicators for Learning and Teaching (QILT)
3 2022 Student Experience Survey, Quality Indicators for Learning and Teaching (QILT)
4 Australian Graduate Recruitment Industry Awards, 2017, 2018, 2019, 2020 winner for most popular career service in Australia; Employability award, 2021 Australian Financial Review Higher Education Awards
5 AFR BOSS Best Business Schools 2023

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