

## Rwanda Akazi Kanoze Work Readiness Curriculum Overview

Curriculum Module	Desired Outcomes for Program Participants	Key Skills Taught	Topics Covered
<b>Personal Development</b>	<p>Participants understand their own personal values, strengths and areas of challenge or weakness and are able to effectively use or address them; are able to develop, implement and evaluate progress toward personal goals; know their preferred way of learning, take initiative for learning new skills, and know how to monitor own learning progress.</p>	<p>Self reflection Assessing Goal-setting Planning Tracking personal progress</p>	<ul style="list-style-type: none"> <li>• Identifying values &amp; interests</li> <li>• Identifying and assessing skills and attributes</li> <li>• Setting goals</li> <li>• Developing personal development plans</li> <li>• Assessing one’s learning style</li> <li>• Learning strategies</li> <li>• Setting learning goals and developing plans</li> <li>• Tracking progress</li> </ul>
<b>Interpersonal Communications</b>	<p>Program participants are able to communicate and get along well with others, in a variety of settings and for a range of purposes. One-on- one and in groups, they can speak and listen actively and appropriately. They are able to cooperate and work effectively within a group. They also are able to provide good</p>	<p>Listening Speaking Cooperating Working in a team Giving and receiving feedback Providing good customer service</p>	<ul style="list-style-type: none"> <li>• Listening skills and strategies</li> <li>• Recognizing non-verbal communication</li> <li>• Listening to and giving instructions</li> <li>• Seeking clarification</li> <li>• Speaking with clarity</li> <li>• Communication in the workplace</li> <li>• Do’s and don’ts of communications</li> <li>• Personalities and styles within a group</li> <li>• How to cooperate and work as a team member</li> <li>• Working with others to achieve</li> </ul>

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	customer service.		individual and group goals <ul style="list-style-type: none"> <li>• Identifying and practice good customer service skills</li> </ul>
<b>Work Habits and Conduct</b>	Participants know how to apply for and present themselves for employment. They demonstrate good time management and show up for work on time. They demonstrate behavior and attitudes that are appropriate for the workplace and understand that workplaces have policies and procedures that need to be followed. They take initiative and responsibility for their own work and know how to work under and respect supervision.	Identifying and applying for jobs: filling in applications and writing resumes, cover letters & thank you letters  Interviewing techniques  Behaving appropriately at work  Managing time  Managing home and work life	<ul style="list-style-type: none"> <li>• Finding employment information</li> <li>• Filling in a job application</li> <li>• Writing a resume and cover letter</li> <li>• Interviewing techniques and follow up</li> <li>• Workplace behavior and attitudes</li> <li>• Time management</li> <li>• Balancing work and home life</li> </ul>
<b>Leadership</b>	Participants are able to define and demonstrate the characteristics and behaviors of an effective leader. They recognize that there are different	Organizing  Motivating  Encouraging participation	<ul style="list-style-type: none"> <li>• Qualities of an effective leader</li> <li>• Styles of leadership</li> <li>• Leading team work / group cooperation</li> <li>• Steps in problem-solving</li> <li>• Developing REAL (realistic, effective,</li> </ul>

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	<p>leadership styles and take this into account as they lead and assist others. Participants are able to motivate and organize others, and can guide sound problem solving and decision making processes. They are able to lead a team in accomplishing their goals.</p>	<p>Guiding others            Communicating            Team building            Problem solving            Decision-making</p>	<p>acceptable and logical) solution</p> <ul style="list-style-type: none"> <li>• Task leadership</li> </ul>
<p><b>Safety and Health at Work</b></p>	<p>Participants are familiar with standard health and safety practices and regulations in the workplace and can identify unsafe situations. They know how to respond to emergencies and accidents and are familiar with basic first aid.</p>	<p>Healthy habits            Identifying and avoiding hazards            Responding to emergencies            Understanding health and safety regulations</p>	<ul style="list-style-type: none"> <li>• Good health habits</li> <li>• Hygiene and sanitation</li> <li>• Hazards in the workplace</li> <li>• Being prepared with equipment and clothing</li> <li>• Preventing accidents</li> <li>• Basic first aid</li> <li>• Rwanda health and safety laws and practices</li> </ul>
<p><b>Worker and Employer Rights and Responsibilities</b></p>	<p>Participants are familiar with the rights and responsibilities of workers and employers and have explored ways to exercise rights</p>	<p>Identifying rights and responsibilities            Exercising rights and</p>	<ul style="list-style-type: none"> <li>• Rwandan Labor Code (key points)</li> <li>• Appropriate ways to take action at work</li> </ul>

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	in the workplace.	responsibilities	
<b>Financial Fitness</b>	Participants understand principles and tools behind personal and family money-management. They are able to understand the importance of saving and reducing expenses. They are able to organize and manage personal and household finances. They can create a personal budget and think strategically about their finances. They can evaluate their options for earning money and are familiar with ways to establish and maintain personal credit. They are aware of the risks associated with credit.	Analyzing financial needs Analyzing expenses Personal budget development Understanding financial institutions Planning for their future	<ul style="list-style-type: none"> <li>• Need for finance</li> <li>• Good principles of financial management</li> <li>• Decreasing spending</li> <li>• Importance of saving</li> <li>• Buying and selling on credit</li> <li>• Managing debt</li> <li>• Recordkeeping and budgeting</li> <li>• Creating personal financial budgets</li> <li>• Understanding and working with financial services institutions</li> <li>• Banking basics and ATMs</li> <li>• Financial planning for the future</li> </ul>
<b>Exploring Entrepreneurship</b>	Participants simulate income-generating activities after which they are familiar with the basic cycles of business. They can plan for income-generating activity	Planning Marketing Negotiating	<ul style="list-style-type: none"> <li>• Exploring income generating options</li> <li>• Income allocation between personal expenses, income generating-related expenses and savings</li> <li>• Adding value to products and services</li> </ul>

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	<p>expenses and loan repayments. They can keep basic business financial records. They are able to evaluate the risks and opportunities of using credit in income generating contexts. They are able to distinguish between money to be used for investment into their income-generating activities, for their family expenses, and for savings. They learn about different market actors.</p>	<p>Working in a team Dealing with unexpected events</p>	<ul style="list-style-type: none"> <li>• Planning and dealing with unexpected personal and (self)employment events</li> <li>• Adding value to products and services</li> <li>• Buying and selling on credit</li> <li>• Importance of reinvesting into your income-generating activities</li> </ul>