The Basic Skills for Employment Program is a 4-week training course designed to equip participants with essential workplace skills.

 Week 1 focuses on communication skills, including effective verbal and written communication, public speaking, and active listening.

Week 2 covers time management and organization, teaching techniques for prioritizing tasks, scheduling, and avoiding procrastination.

Week 3 is dedicated to basic computer skills, such as using office applications, internet navigation, and online safety.

The final week, Week 4, emphasizes professionalism and work ethic, including understanding professional behavior, developing a strong work ethic, adaptability, and continuous learning.

This comprehensive program aims to prepare individuals for success in the job market.