



Workplace Skills & Exposure Programme Parent & Teen Information Pack

Limited Cohort Programme | Ages 14–17 | National Online Access

1. Programme Overview

This structured 4-week programme is designed to bridge the gap between school and adulthood. It supports teenagers (ages 14–17) in developing workplace awareness, professional confidence, ethical judgement, and real-world readiness before entering part-time work, internships, learnerships, or future employment.

Rather than focusing on early career specialisation, the programme emphasises exposure, reflection, and preparation. This is a structured, guided programme designed to prepare teens for real-world environments and expectations.

The programme is delivered through live online sessions and guided activities in a small cohort learning environment.

2. Who This Programme Is For

- Teens aged 14–17
- Students who feel uncertain about future direction
- Teens preparing for part-time work

- Students wanting to build confidence before adulthood
- Parents seeking structured preparation beyond academics

This programme is best suited for learners and families who are committed to personal growth and meaningful development.

Learners who are still in high school but have already turned 18 may be considered for participation, as the programme is designed around the developmental stage of secondary school learners

3. Programme Structure (4 Weeks)

1. Week 1 – The Transition into Adulthood

- ✓ Understanding the shift from school to adult environments
- ✓ Imposter syndrome and confidence in unfamiliar spaces
- ✓ Personal responsibility and integrity
- ✓ Development of a personal standard statement
- ✓ Industry spotlight session 1 with a guest professional

2. Week 2 – Workplace Reality & Emotional Readiness

- ✓ Common vs less visible career paths
- ✓ Workplace expectations and professional conduct
- ✓ Communication fundamentals
- ✓ Counsellor-led developmental session

3. Week 3 – Exposure & Employability

- ✓ Career and personality exploration
- ✓ Preparing for professional engagement
- ✓ Recruiter-led CV and interview insight
- ✓ Industry spotlight session 2 with a guest professional

4. Week 4 – Confidence & Integration

- ✓ Reflection on exposure experiences
- ✓ Communication and confidence development session
- ✓ Personal development portfolio completion
- ✓ Action planning for next steps

4. Workplace Exposure

Workplace exposure within the programme takes place through structured online engagements with professionals and guided insight into real workplace environments, expectations, and experiences.

Exposure formats include:

Curated Industry Spotlight Sessions (online)

Industry Spotlight Sessions are structured engagements where professionals share real insight into their work environments, responsibilities, expectations, challenges, and lessons learned.

These sessions allow learners to gain exposure to a wide range of industries, roles, and professional perspectives while also providing opportunities to ask questions and engage directly with experienced professionals.

Through these sessions, learners gain a clearer understanding of:

- What different careers involve on a day-to-day basis
- Workplace expectations and professional behaviour
- Challenges professionals encounter in their industries
- Skills and mindsets required to succeed in different career paths

5. What Learners Leave With

- Certificate of Completion
- Facilitator Reference Letter that may be used when applying for part-time work, internships, or future opportunities
- Completed Personal Development Portfolio
- Greater confidence and workplace awareness
- Practical understanding of professional expectations

6. Programme Format & Cohort Details

- Live online cohort sessions
- Structured online modules and guided learning activities

- Open to learners across South Africa
- Small, cohort-based learning environment to ensure individual attention, engagement, and guided support.
- Limited cohort size (maximum 20 learners)
- Monthly intake opportunities

Learners are supported through a dedicated communication channel to allow for updates, guidance, and ongoing support throughout the programme.

7. Programme Schedule & Time Commitment

Programme Duration

The programme runs over a structured 4-week period and consists of four core modules.

Learning Structure

Each module includes guided content that learners complete independently during the week, supported by structured activities and reflection.

Live Session Schedule

Live online sessions take place weekly and are typically scheduled on Friday afternoons and Saturdays, depending on availability.

In some cases, sessions may be scheduled on Thursday afternoons where required, based on facilitator and industry professional availability.

Each live session is approximately 60 minutes in duration.

Programme Milestone Sessions

The programme includes a structured introductory session at the start and a closing session at the end of the 4-week period.

These sessions are designed to:

- Orient learners at the beginning of the programme
- Provide reflection, integration, and next-step guidance at the end

These sessions may take place during the week (e.g., Monday–Thursday), depending on programme scheduling and cohort availability.

Time Commitment

Learners can expect to commit approximately 2–4 hours per week, including independent module work and live sessions.

Delivery Format

The programme is delivered fully online through a combination of independent learning, guided activities, and live facilitated sessions conducted via Zoom.

8. Investment

- Programme Fee: R2,999

This includes:

- Full access to the structured 4-week programme and all module content
- All live facilitated sessions
- Industry spotlight engagements with professionals
- Personal development portfolio
- Certificate of completion
- Facilitator reference letter

Limited payment plans may be discussed upon enquiry.

Enrolment is confirmed upon receipt of payment.

9. Technical Requirements

To ensure a smooth and effective learning experience, the following is recommended:

- Access to a laptop or computer for programme participation
- A stable internet connection
- A quiet, distraction-free environment during sessions

While tablets or iPads may be used where necessary, the use of a mobile phone as a primary device is not recommended, as it may limit participation and engagement.

10. Important Notes for Parents

This programme complements academic education by equipping learners with maturity, self-awareness, and real-world readiness.

Hangout Co. facilitates and coordinates all programme sessions and professional engagement opportunities. While every effort is made to provide learners with meaningful

exposure to a range of industries and professionals, specific speakers or industries cannot be guaranteed.

As sessions take place online, learners participate in their own environment under parental supervision and responsibility.



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