

# Sample Timetable

## Transition to Employment (18 years+)

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Check-in, Exercise and Morning Rota				
08:15	<p style="text-align: center;"><b>Work Right</b></p> <p>Health and safety, Knowing your rights, Responsibilities at work, Teamwork, Getting help</p>	<p style="text-align: center;"><b>Digital Literacy</b></p> <p>Using computers, Using the internet, Communicating digitally in the world of work, Data security and internet safety, Word Processing, Using Spreadsheets and Formula, Creating presentation</p>	<p style="text-align: center;"><b>Careers and Experiencing Work</b></p> <p>Self-development, Career management, Considering higher education or work experience, Preparing for the workplace</p>	<p style="text-align: center;"><b>Opening Minds</b></p> <p>Citizenship, Learning, Managing information, Relating to people, Managing situations</p>	<p style="text-align: center;"><b>Personal Finance</b></p> <p>Income and expense, Budgeting, Saving methods, Financial risk, Financial services and products, Personal data, Tax system in Thailand</p>
09:45	Morning Break & Snack				
10:15	<p style="text-align: center;"><b>Qualification Programme: Barista</b></p> <p>National Advanced Diploma Qualification of Vocational Competence Certified by Thailand Professional Qualification Institute</p>	<p style="text-align: center;"><b>Work Experience: Office Administration</b></p> <p>Office skills training, Using ICT, Professionalism, Teamwork, Following work schedule and work log, Attention to details, Quality checking</p>	<p style="text-align: center;"><b>Community Trip</b></p> <p>Planning and budgeting, Time management, Communication, Navigational skills, Emergency plan, Teamwork, Problem solving</p>	<p style="text-align: center;"><b>Work Experience: Customer Service</b></p> <p>Communication, Interpersonal skills, Problem solving, Time management, Following work log and instructions, Teamwork, Self-confidence and Self-esteem</p>	<p style="text-align: center;"><b>Work Experience at Partnership's Companies</b></p> <p>Understanding of the field, Professionalism, Coping with change, Self-management, Organisational skills, Problem solving, Taking feedback</p>
11:45	Lunch Break				
12:45	<p style="text-align: center;"><b>Entrepreneur</b></p> <p>Understanding entrepreneurship, Market analysis, Building your brand, The 4P's, Marketing plan</p>	<p style="text-align: center;"><b>Employability Development Skills</b></p> <p>Career exploration, Applying for a job, Communication at work, Rights and responsibilities in the workplace, Advice and guidance,</p>	<p style="text-align: center;"><b>Digital Media Design</b></p> <p>Design principles, Graphic design, Web design, Digital imaging and photography, Video editing, Portfolio development</p>	<p style="text-align: center;"><b>Team Building &amp; Communication</b></p> <p>Active listening, Conflict resolution, Collaboration, Time management, Adaptability, Leadership and followership, Problem solving</p>	<p style="text-align: center;"><b>Living Independently</b></p> <p>Earning and spending, Health and wellbeing, Practical cooking skills, Career management, Preparing for the world of work</p>
14.15	Social Time and Afternoon Rota				