

WORK 4 A LIVING

STEP

Solution to Employment Productivity

A practical, video based training programme that builds excellence in how your people work, manage their money and think about their careers.

Who we are

WORK 4 A LIVING exists to empower individuals to break the cycle of poverty. Through our training centre model, we have equipped close to 55,000 people with practical skills to enter the workplace with confidence and excellence. We are a registered non profit organization based in South Africa, with centres that operate in many countries around the world. STEP is one of the ways we bring that same training directly into companies, equipping employees to grow in excellence at work.

// The STEP programme teaches excellence in the workplace, in the way people work, manage their money and think about their work. Employees with renewed mindsets suddenly see their careers and employer in a whole new light. This change sparks innovation and opens up new avenues for development, for both employees and the company.

ABOUT STEP · PROGRAMME MANUAL

COURSE SNAPSHOT

79

Sessions

7

Core categories

5–15

Minute video format

3

Languages available

FORMAT

STEP is delivered as a series of short 5 to 15 minute video clips, each followed by discussion points, facilitated internally by a company's HR representative or manager. No outside facilitator is required.

OPEN TO EVERYONE

The STEP programme is open to people of all backgrounds and religions. Some lessons include Bible verses or quotes from historical figures, used simply as discussion points that provide valuable context.

WHAT WE AIM TO SEE

Employees who take ownership of their work, not just their pay check

Renewed mindsets that lead to real productivity and innovation

Stronger financial habits that reduce stress and improve focus at work

A workplace culture built on integrity, excellence and respect

What this programme covers

Seventy nine sessions across seven categories, each delivered as a short video followed by guided discussion.

Financial Literacy 1	11 SESSIONS	Foundational money habits, covering budgeting basics, impulse spending and the power of compound interest.
Financial Literacy 2	17 SESSIONS	Practical money management, covering credit, debt, banking and savings, and how financial habits shape the next generation.
Work Ethic	22 SESSIONS	Building an ownership mindset at work, covering communication, time management and attitude on the job.
Professionalism	9 SESSIONS	Service excellence, handling complaints well, and taking personal responsibility in the workplace.
Ethics	2 SESSIONS	Working through real ethical dilemmas and workplace scenarios.
Worldview	11 SESSIONS	Exploring mindset, personal values and how belief systems shape the way people work.
My Life	7 SESSIONS	Life choices, managing stress and perseverance, on and off the job.

RUNNING STEP IN YOUR COMPANY

Run internally at a pace that suits your team. Delivered as short video sessions with facilitator led discussion, so your own HR team or managers can lead it without outside facilitation.

To discuss rollout for your company, get in touch.

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