

WORK 4 A LIVING

E-Café

Programme Overview & Course Menu

Access to a Computer, the Internet, and a World of Courses

What is the E-Café.



Who We Are

WORK 4 A LIVING is a non-profit organization that has equipped more than 55,000 people with practical skills to build confidence and excellence in the workplace. The E-Café extends that same mission into digital access, giving students an affordable way to build the computer, business and career skills they need to compete in today's job market.



What We Aim to Achieve Through the E-Café

Through the E-Café, we aim to make digital literacy, computer skills, and career-ready training accessible to anyone, regardless of their means. In just 6 days, 4 hours a day, a student can build real, practical skills, from computer literacy and Microsoft Office to marketing, finance, and entrepreneurship, that open the door to formal employment, a promotion, or starting their own business.

“ I completed the Computer, Cashier, and Merchandising courses at the E-Café. These practical courses gave me valuable workplace skills and strengthened my CV, making me a far more competitive candidate.

E-CAFÉ GRADUATE

“ The E-Café courses prepare you to become the best employee or business person you can be. It was a wonderful experience, and I would recommend it to everyone. I am truly delighted with the service of WORK 4 A LIVING and its amazing team.

E-CAFÉ GRADUATE



Course Snapshot

WHAT IT IS

An in-person, self-paced computer lab and online learning programme, attended at a W4AL centre.

FORMAT

4 hours a day for 6 days per cycle.

INCLUDES

A computer, free wifi, and full access to the course menu.

CERTIFICATION

Most courses include self-study material with quizzes and certificates on completion.

LOGISTICS

COST (W4AL GRADUATE)

R500 for the E-Café

COST (COMBO)

R650 for Job Excellence plus the E-Café together

COST (NON-GRADUATE)

R850 if a student has not completed Job Excellence

GET IN TOUCH

info@work4aliving.org

Course Menu.

Every course below is included in the E-Café. Do as many as you want within your cycle.

DIGITAL & COMPUTER SKILLS

Computer Confidence, Mouse and Keyboard

A self-paced video guide teaching first-time computer users the basics of using a mouse and keyboard.

Digital Foundations, Operating Systems, Internet and Email

Covers how computers work, using Windows, browsing the internet, and setting up a Gmail account.

Microsoft Word Essentials

Learn to create, format and save professional documents in Microsoft Word.

Microsoft Excel Essentials

Learn spreadsheet basics, formulas and data organisation in Microsoft Excel.

Microsoft Word Advanced

Build on Word Essentials with objects, tables, SmartArt and advanced text styling.

Microsoft Excel Advanced

Build on Excel Essentials with data tables, charts and PivotTables.

Microsoft PowerPoint

Learn to build, design and present professional slide presentations.

Data Entry and Transcription Skills

Learn the fundamentals of data capturing and the skills needed for a data entry role.

Graphic Design for Non-Designers

Learn to design flyers, CVs, business cards and social media graphics using an easy online tool.

Step into Web Design

Learn the fundamental skills to build a personal website or blog.

Digital Excellence

Learn practical digital communication skills to advance your career.

Think Big, Think AI

Learn the basics of using artificial intelligence to grow a business or work smarter.

The AI Advantage, How to Win at Work

Learn how top performers use AI to work faster and produce higher quality work.

BUSINESS & ENTREPRENEURSHIP

Brand Builders Toolkit, Brand Creation Essentials

Learn the core concepts of branding, brand identity and building a basic brand strategy.

Digital/Social Media Marketing Essentials

Learn to create impactful social media profiles and market a business online.

Sales Techniques for Success

Learn effective sales strategies, objection handling and closing techniques.

Smart Finance

Learn to manage money, get out of debt, and invest wisely.

The Art of Hustle

Learn the mindset and practical tools to identify opportunities and generate income.

How to Think Like a Manager Before You Are One

Learn the mindset and behaviours that set managers apart, before you are promoted.

AI-Powered Entrepreneurship, Start Smart, Launch Fast, Grow Sustainably

Learn to use AI to start, launch and grow a business.

From Buckets to Business, Starting Your Own Car Wash

Learn to start, run and grow a practical, profitable car wash business.

How to Start and Run an Early Childhood Development Centre

A step-by-step guide to planning, setting up and running your own ECD centre.

Launch Your Freelance Career

An introduction to becoming a self-employed freelancer (requires the advanced Microsoft courses first).

Introduction to Tendering in the South African Market

Learn to prepare and submit simple tender proposals.

Kickstart Your Project Management Career

Learn the essentials of leading a project and managing team communication.

WORKPLACE & CAREER SKILLS

Customer Interaction Excellence

Learn the core principles of effective customer service and issue resolution.

High Impact Call Centre Skills

Learn time management and communication strategies for a call centre environment.

Scheduling and Prioritization Mastery for PAs

Learn practical scheduling and prioritisation strategies for personal assistants.

The Event Planners Toolkit

Learn the fundamentals of event planning, budgeting and marketing.

Professional Office Administration Skills

Learn the core components of office administration for any workplace.

Job Shop

Learn to create a great CV, cover letter, introduction video and use job boards to search for work.

Exploring Leadership Styles, The Leadership Toolkit

Learn different leadership styles and how to apply them to build effective teams.

Introduction to Logistics and Supply Chains

Learn the fundamentals of how goods, services and information move through a supply chain.

Mastering Customer Service Excellence in Hospitality

Learn to create excellent guest experiences in hospitality settings.

Pathway to Retail Success, Cashier

Learn point of sale processing and customer-facing cashier skills.

Pathway to Retail Success, Merchandising

Learn store layout, planograms and merchandising principles.

Workplace Food, Health and Safety

Learn essential food safety and hygiene practices for the workplace.

Getting That Promotion, Charisma

Learn to build confidence, communication and connection to stand out at work.

Getting That Promotion, Eating Yourself Healthy

Learn how better food choices improve energy, focus and workplace performance.

Getting That Promotion, Mastering Your Mindset

Learn to build a growth and abundance mindset to excel in your role.

From Average to Excellent, The Work Ethic That Sets You Apart

Learn the habits and behaviours that separate average workers from those who get noticed.

LIFE, FAMILY & PERSONAL GROWTH

Introduction to Early Childhood Development

Learn the principles of early childhood education to support children's development.

Foundations of Caregiving, Caring with Confidence

Learn effective caregiving techniques for elderly and vulnerable individuals.

Parenting with Courage

Learn practical principles for raising children well.

Practical English for Life and Work

Improve reading, writing, listening and speaking English skills.

Farming God's Way

Learn sustainable, low-cost farming principles to improve food security.
