



BTE Tswelopele, South Africa

Computer training, career guidance, exploration
and preparation

Purpose



- Computer skills
- Career guidance
- Job shadowing

What was the aim?

- Learn computer skills
- Exposure to different careers
- Choose top 3 careers
- Career planning
- Exposure to the world of work at Johnson & Johnson
- Motivation
- Mentor support





Microsoft Word

- Working with multiple documents
- Short cuts of copy, cut and paste

Microsoft Excel

- Auto-fill
- Extend columns
- Name box and formula bars
- How to use a spreadsheet
- How to add / subtract and multiply numbers

Microsoft PowerPoint

- Work with multiple slides
- Transition and design
- Add animation
- Create a presentation

Visits at Johnson & Johnson

- Q&A Sessions
- Medical devices exposure
- Workshop tours
- Supply chain processes
- Meet professional
- Motivational talks
- Mentoring sessions



Career guidance sessions

- Career planning
- Types of careers
- Challenges applying to university
- Motivation
- College options
- Financial assistance



Computer training

Maida Rasekhomo (ABTS 2021 Ambassador- *“on the last day of the computer lessons we got career guidance from one of the people who were training us.*

Talking to her was of a good course because from what she said I have learnt that one should stay true to themselves and go for careers that they love, careers that will not only benefit themselves, but their communities too.”



Thank you



Q&A session