

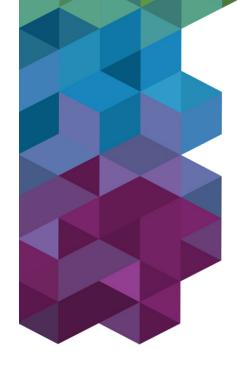


## **Job Readiness Workshops**

These 20 minute sessions will step you through what you need to know before you start work as well as giving you some essential information you'll need once you're in the workplace including:

- What employers expect
- Your rights in the workplace
- Australian workplace culture
- Tips and tricks for interviews

Week	Date	Day	Session	1st Break	Room
Week 3	8th February	Wednesday	Employer Expectations / Workplace Behaviours: Gain valuable knowledge	10.03am -	E13
			around soft skills and behaviours – both acceptable and unacceptable. You will	10.33am	
			learn the correct ways to handle negative feedback, and your workplace rights.		
Week 4	15th February	Wednesday	Employer Expectations / Workplace Behaviours continued.	10.03am -	E13
				10.33am	
Week 5	22nd February	Wednesday	Australian Workplace Culture: This workshop will take you through workplace	10.03am -	E13
			cultures and practices, e.g. Communication, workplace diversity and rights,	10.33am	
			management styles, workplace health and safety and more.		
Week 6	1st March	Wednesday	Australian Workplace Culture continued.	10.03am -	E13
				10.33am	
Week 7	8th March	Wednesday	My First Job: You will learn the difference of the types of work (paid and	10.03am -	E13
			unpaid), pay and wages, induction and probationary periods, superannuation,	10.33am	
			tax and bank accounts, documents you will need and more.		
Week 8	15th March	Wednesday	My First Job continued.	10.03am -	E13
				10.33am	
Week 9	22nd March	Wednesday	Interviews: Tips and tricks to help you ace that interview.	10.03am -	E13
				10.33am	
Week 10	29 <sup>th</sup> March	Wednesday	Interviews continued.	10.03am -	E13
				10.33am	
Week 11	5 <sup>th</sup> April	Wednesday	Mock Interviews and Feedback: Trial run in preparation for the real interview.	10.03am -	E13
				10.33am	



## DOOR PRIZE

Come and join our sessions.

Snacks and lucky door prizes available!