

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



**DOOR PRIZE**  
Come and join our sessions.  
Snacks and lucky door prizes available!

