



Career Awareness and Job Readiness workshop

Tapping into the job market is daunting at the best of times ... and, even more so when you lack experience, have not worked for some time, or have unexpectedly found yourself needing to find a new role.

*An employer/recruiter spends between
2.5 and 20 seconds
reviewing an application.*

Job readiness is about understanding where and how to locate vacancies, present yourself as the best possible candidate, and secure an interview by effectively communicating your offering.

Worklife's one-day workshop is designed to:

- Build your self-confidence when job seeking;
- Develop a job-seeking action plan;
- Explore the hidden job market;
- Identify your career drivers;
- Outline different approaches to the interview process; and
- Provide a framework for your cover letter and resume.

Who should attend

This workshop is ideal for anyone that has never worked, is returning to work after an extended absence, or who has recently been made redundant.

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The Workshop

There are three parts to this workshop:

1. Pre-Workshop Activities

Prior to attending this workshop, you complete three work-related activities* to identify your:

- Preferred Skills (skills you want to use);
- Values (what's important to you); and
- Work Satisfiers (stay engaged).

Your preferences from these activities are debriefed during your workshop and a summary of your preferences is created.

2. One-day Workshop

During your one-day workshop, the following topics are covered:

- Understanding your preferences;
- Today's job market and finding vacancies;
- Cover letters, résumés and CVs;
- Interview preparation and techniques; and
- Developing your job seeking plan.

Presentation, activities, small group discussions, and individual reflection are used to create your job search plan.

3. Post-Workshop Support

Following your workshop, you are supported with two hours of email and phone support. This is extremely useful when finalising your résumé or preparing to attend an interview. Worklife's coaches support you through this important time.

* These activities are compulsory and require internet access.

Workshop Fee

The Job Readiness workshop fee is inclusive of:

1. Pre workshop online activities;
2. One-day face-to-face workshop;
3. All workshop materials and resources;
4. Access to a professional facilitator;
5. Catering and refreshments during workshop;
6. Two hours of support from a career coach;
7. Access to follow up consultations[^]; and
8. Worklife's monthly eNewsletter.

\$495[#]



[^] Follow up consultations (in addition to the two hours provided during the workshop) incur additional charges. Please consult with your workshop facilitator for a current price list.

[#] Price is in Australian dollars (AUD) and is exclusive of GST.