State of the Art Resources

All our workshops are developed to make use of a large range of state of the art resources such as:

- Audience Response Systems (ARS) presentations
- Prezi online presentations
- PowerPoint presentations
- Skype/Video Conference presentations

Testimonials

"I now understand why I go to school"  
Year 7 student from Rangeway Primary

"Very good quality in the presentations and information"  
Year 10 student from Geraldton Grammar School

"This course has very much helped me out and has given me a lot of knowledge on my career"  
Year 11 student from Dongara District High School

"I learnt a lot of things about how to reach my goals"  
Year 9 student from Carnarvon Community College

"The sessions were very well planned and well run and the students responded well to the presenters"  
Teacher from Nagle Catholic College
### Employability Skills

Australian employers have identified eight groups of skills that they consider are essential to successful workplace performance in all employment. All workshops are designed to develop these key employability skills in participants.

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self Management
- Learning
- Technology Skills

### Employability Skills Matrix

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<th>Communication</th>
<th>Teamwork</th>
<th>Problem Solving</th>
<th>Initiative and Enterprise</th>
<th>Planning and Organising</th>
<th>Self Management</th>
<th>Learning</th>
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### Workshop Session Details

- **Addressing Selection Criteria** – Up to 2 sessions (Theory and activity)
  Workshop focused on addressing selection criteria for a job application

- **Application & Cover Letters** – 1 session
  How to write a professional job application or cover letter

- **Apprenticeships & Traineeships** – 1 session
  Information on gaining an apprenticeship or traineeship

- **Career Builder** – 2 sessions (Access to Career Builder software required)
  Completing the Career Builder program and developing an action plan

- **Career Planning** – 1 session
  The importance of developing a strong career action plan

- **Communication** – 1 session
  Workshop on the importance of developing good communication skills

- **Computer Training** – Up to 2 sessions (Word and/or Excel)
  Basic Word and Excel training

- **Employability Skills** – 1 session
  Workshop designed to identify key employability skills and how to improve them

- **Employer Expectations** – 1 session
  What do Employers expect from employees and what should employees expect from employers?

- **Interview Skills** – Up to 6 sessions (2 theory, mock interview, formal interview and individual/group feedback)
  A complete guide to improving Interview performance up to and including conducting a formal panel interview

- **Job Search Guide** – 1 session
  Workbook resource for finding employment

- **Managing Money** – 1 session
  The importance of budgeting and how to manage your money effectively

- **Myfuture** – 1 session
  How to use the myfuture.edu.au website to find career information

- **New World of Work** – 1 session
  A look into how the world of work is changing and the options available

- **Problem Solving** – 1 session
  The value of problem solving and how to develop problem solving skills

- **Resumes** – Up to 2 sessions (theory and activity)
  How to develop a professional resume that will set you apart from the competition

- **Teamwork** – 1 session
  What it means to be an effective team

- **Workplace Safety** – 1 session
  Being safe in a work environment and understanding your role in work safety