

Employment Preparation Workshop

TITLE OF ACTIVITY: **Stepping into Work**

ABOUT THE COURSE & WORKSHOPS:

The **“Step-Up for Work” Program** is designed to deliver workshops that will develop the practical skills needed to be ready for employment.

The program will work with groups of individual participants and job seekers to assist them to apply the skills learned to their own situation.

The Program aims to link with Industry representatives, Training providers, Community service providers and Job Service providers.

PROJECT MANAGEMENT & COURSE FACILITATION PERSONNEL:

- Stepping Black Team and Guest/ Specialist Consultants as required

TARGET GROUPS / AUDIENCE - VARIATIONS OF SESSIONS TO SUIT:

- *Individuals*
- *Government Agencies*
- *Mining Companies*
- *RTOs & JSAs*
- *Community Groups*
- *Education Facilities*

DELIVERY METHODS

- *Maximum of 20 participants per group*
- *Printed Resource Book/Notes for each Participant*
- *Activities & Resources*



Workshop Outline – Suggested Inclusions

- **About ME**
- **Investing in ME - Planning for Action**
- **Interviewing & Work Expectations**
- **“Mock Interviews”**
- **Employability Skill Development**
- **Review & Celebrate Success**

**WHAT ARE THE SPECIFIC NEEDS FOR YOUR JOB OR ORGANISATION?
HOW CAN WE BUILD OR TAILOR ‘YOUR’ TOOLKIT TO MEET YOUR NEEDS/OUTCOMES**

ALL STEPPING BLACK COURSES PROMOTE AND ENCOURAGE HEALTH AND WELL-BEING