



Stepping Into Work Training

Project Cost \$TBA

Delivery Time: 5-10 days

Number of Participants: Max. 20

SERVICE PROVIDER:

Stepping Black Indigenous Corporation Australia (SBICA)

TITLE OF ACTIVITY:

“Get-Ya-Job Ready” - Stepping Into Work (Level 1)

ABOUT THE WORKSHOPS:

The **SBICA “Get-Ya-Job-Ready” 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 they learn to their own situation.

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

A workbook will be given to all participants as part of the program.

PROJECT MANAGEMENT & COURSE FACILITATION PERSONNEL:

- **SBICA Team** – plus any Guest Consultants or Supporters



Course Outline

- Day 1 & 2** About ME – My Skills and Abilities
- Day 3 & 4** How to Improve - Planning for Action (Pathways)
- Day 5 & 6** Interviewing & Work Expectations
- Day 7 & 8** Resumes/ CVs - “Mock Interviews”
- Day 9 & 10** Culturally Appropriate Workplace.
Review & Celebrate Success

The promotion of Health and Well-Being and significance of Cultural Influences will be interwoven throughout the workshops and promoted as part of the personal and professional development elements of the program.



Brief Overview

The participants will:

- Participate in Personal and Professional Development activities that surround getting and keeping a job
- Personal Presentation
- Learn the basics of Resume / CV preparation and use
- Learn basic skills for completing Job Applications and other Work Related Forms
- Be exposed to techniques to apply when Interviewing for positions of employment
- Learning basic techniques for dealing with expectations of the workplace
- Contribute ideas of how to develop a pathway for improvement through work experience or further studies
- Budget basics – spending, saving, making ends meet
- Investigate options for developing a Personal Action Plan for the future
- Understand how Healthy workers are good for business



Course Outcomes

Participation

- Up to 20 participants register
- High completion rate for participants

Professional Skills Development

- Active participation in all workshops
- Production of suitable, high standard resumes
- Understanding of basic business and industry expectations for employees
- Develop practices and techniques that will assist them to perform their roles in the workplace
- Understanding of Industry standards and compliance
- Develop basic budgeting skills
- Develop understanding of cultural impacts on employees, their employers and businesses and organisations

Personal Skills

- Professional development
- Improved time management, improved self-management including personal health and well-being
- Working with other group members – development of teamwork
- Interaction and effective communication with industry representatives
- Pride in self, community and culture
- Understanding of benefits of good health

Employability Options

- Skills developed to be relevant to industry standards
- Investigation of using personal skills to apply to employment
- Investigation of options and pathways to further develop of skills
- Investigation of possible study options and pathways
- Skills developed would be relevant when applying for other positions

Value for Money

- Access to industry recognized and experienced workshop facilitators and industry representatives
- Provision of all good quality workshop materials and resources
- Use of funding for high quality results