

Core Program Themes:

- Goals & motivation
- Building confidence
- Action-based learning; sharing ideas/experience
- Digital literacy
- Personal branding

Workshops may Include:

- Employer presentation
- Workplace excursion
- Guest speakers

9am-12pm

Module 1 15 hours



Your Job Market

A world of new possibilities.

- Identifying your transferable skills
- Understanding the market - ways industries are changing
- Industries/roles suited to your age group
- Local industry needs and job opportunities
- Skills required in the modern workplace
- Your career/lifestyle expectations

Module 2 15 hours



Your Career Connection

Finding your next opportunity.

- Searching for jobs online by industry/skills etc.
- Online profiles: creating a SEEK profile, LinkedIn, CareerOne.
- Implications of having an online presence
- Networking & self-promotion
- Cold calling

Module 3 15 hours



Your Personal Brand

How to really sell you.

- Self-promoting; identifying and articulating transferable skills and strengths
- Word processing & formatting skills
- Choosing and using resume styles and templates
- Different types of resumes: online, skills based, chronological etc.
- Adapting your resume for different jobs
- Reviewing your work – using online correction tools and formatting tips

Module 4 15 hours



Your Digital Passport

Digital made easy.

- Self-promotion online: first impressions and netiquette
- Maximising your chances of being seen online (eg: using keywords)
- Practise applying online via different sites
- Receiving and responding to feedback in digital formats
- Digital technologies in different industries/roles
- Cyber safety
- Navigating video interviews/ meetings

Module 5 15 hours



Your Confidence Toolkit

Nail the interview, get the job.

- Self promotion techniques; selling your strengths and skills
- Preparing for different types of interviews; panel, 1:1 and video
- Preparing for the interview; planning answers to common questions, applying transferable skills and more
- Body language and personal presentation
- Interview practice

Your Career Portfolio - 1-hour 1:1 and/or facilitated learning session

Helping you apply your learning to:

- Understanding your industry insights
- Creating your Self-Marketing Kit & Pathway Plan
- Setting up your online portfolio (ESS)
- Understanding/researching the local job market (different industries)
- Understanding your transferable skills relevant to different roles/industries
- Tailoring resumes to suit various roles/industries
- Identifying options for work experience/voluntary roles as a pathway to employment



12:30 - 1:30 pm

1:30 - 2:30 pm

Coach in your Corner - A 1-hour 1:1 career coaching session

Personalised coaching to provide:

- Additional support for new students
- Additional support for learners with lower LLN or digital literacy skills
- Online research, webinars, training etc. (relevant to individual)
- 1:1 career coaching/mentoring
- Networking opportunities

