

### Be Job Ready Course \*

The aim of the 'Be Job Ready' course is to engage Carers in the return to employment process by providing realistic information and practical skills which can be utilised to secure and maintain employment. Additional benefits of the program often include an improved sense of self-worth and self-confidence, the opportunity to interact with other Carers in a supportive group setting and the re-establishment of a routine similar to that of the work force. The program runs over 10 sessions (2-3 hours per session) with key job related skills and techniques covered during the sessions.

### Course Outline:

#### **Session 1 & 2: Self-skills Audit - Identifying your hidden skills:**

- Identifying your marketable skills - what they are and where you gained them
- Identifying transferable skills and alternative vocations that require these skills

#### **Sessions 3 - 6: Resume & Cover Letter - Development and vocational guidance:**

- Resume formatting tips, learn how to "sell" your skills and experiences to the employer
- Creating a professional and competitive resume
- Tips and techniques on how to create a cover letter

#### **Session 7 & 8: Interview Techniques:**

- Interview skills training - how to answer the difficult questions and expand on the easy ones!
- Formal job interviews - understand and practice the process to build confidence
- Presentation and attire - first impressions are lasting, make them good ones
- Injury and barrier disclosure - strategies to overcome any perceived barriers
- Have the opportunity to promote your skills and experience
- Employer and employee expectations - negotiating sustainable work practices

#### **Session 9: Working Carers and Job Retention Practices:**

- Firsthand feedback from Carers who have previously participated in the program
- Manage the transition to work along with your caring role
- Attendance and punctuality - strategies to get back into the routine of work
- Positive attitude in the workplace - adjusting to changes and moving forward

- Tips and techniques to raise self-awareness and build resilience

### **Session 10: Job Searching and Technology Skills:**

- Access job search websites - how to use these effectively and submit online applications
- Telephone and written job applications - learn to do this effectively and get results
- Prospecting for positions or employers - how to do it and where to look
- Networking for job search success - face to face and online

\*Course content and session delivery may be subject to change.