

2023

Job Ready Workshops

Workshops/Presentations have been developed to accompany career development teachings, and can be tailored to your students' needs. Workshops run for 45 - 1.5hr, and can be delivered in-class or Online. [Below is a current list of workshops available.](#)

WORK READINESS WORKSHOPS

- 1. Goal Setting Workshop** - work and life skill of setting goals and achieving them to build confidence.
- 2. Resume & Cover Letter Writing Workshop**
- 3. How to Choose & Steer Your Career / Achieving Career Goal Workshop** - guides Young People for successful transition into their dream career.
- 4. Finding Work after Study** best practice of job searching; how to present professionally, and set yourself up for interview success.
- 5. Setting Up a new LinkedIn Profile & Using it Effectively**
- 6. Hidden Job Market for Employment** explore alternative ways of finding work in a competitive job market.
- 7. Employability Skills** essential skills, personal qualities and values that enable you to thrive in any workplace.
- 8. Apprenticeships and Traineeships pathways** explore the possible pathways for Young People regarding Apprenticeships and Traineeships.

FINANCIAL LITERACY EMPOWERMENT WORKSHOP

- 1. Your Money Matters** - Fundamental skills of being financially smarter and what to consider once you have your first part-time job - bank accounts, tax file number, needs and wants, tax, your basic rights as a worker and setting savings goals.

Please make booking requests via the Victorian Responsible Gambling [website](#)

YOUNG WORKERS RIGHTS AT WORK & WORK ETIQUETTE

- 1. Your Rights at Work** - Directed at young people who may be looking to get their first part-time or casual job. It gives important information about how to understand how they are employed, including contracts, payslips and how to find your minimum wage **Apprentice and Trainee Readiness option available**

- 3. Bullying and Discrimination at Work** - covers what constitutes workplace bullying, sexual harassment and discrimination, as well as the tools for responding to these issues

If you'd like to book a session for you students, contact Bret at bmahon@inllen.org.au

