2024

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 min - 1.5hr, and can be delivered in-class or online. **Below is a current list of workshops available.**

WORK READINESS WORKSHOPS

1. Resume Writing tips on how to create your resume and outline your career history, skills, and abilities**.**

2. Cover Letter Writing how to write a Cover Letter when applying for a job.

3. Interviewing Skills successfully prepare for job interviews

4. Job Searching and Applications search tips to get right to the roles you want to find.

5. Employability Skills employability skills will help you get a job and succeed in your chosen occupation.

6. Employer Expectations

7. Setting Up a new LinkedIn Profile & Using it Effectively tips on how to set up a LinkedIn profile and using it effectively

8. Accessing the Hidden Job Market explore alternative ways of finding work in a competitive job market.

9. Career Pathways

APPRENTICESHIPS AND TRAINEESHIP

1. Apprenticeships and Traineeships pathways explore the possible pathways for Young People regarding Apprenticeships and Traineeships.

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**

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

FURTHER STUDIES
1. TAFE or University? Which is your best option? - Career Counsellor will discuss the opportunities that TAFE or University brings when completing secondary education.

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