



Skills for Education and Employment (SEE)

> Job Skills: Get ready for employment opportunities.

Join our informative and interactive job skills course and you will:

- Learn basic computing and employability skills, MS Office products, and Australian workplace culture and expectations.
- Have the opportunity to continue to study in a SEE class.
- Build your confidence in understanding job ad language, online search filters and keywords to increase opportunities.
- Get the confidence to take your next step whether that's into the workforce or further study.

To check if you are eligible or for more information visit: www.mtcaustralia.com.au/koorana/

SESSION DETAILS:

Weekly from Monday, 1 May to Monday, 22 May 2023

Time: 9.30am - 2.30pm

Cost: FREE

Where: **Lakemba Uniting Church**
69 Haldon Street, Lakemba NSW 2195



Scan the QR code and register now!

Spaces are LIMITED
Registrations close on
Friday, 21 April 2023


MORE INFORMATION

Call us **1300 566 726**

Email us enquiries@koorana.org.au

 @koorana

 @koorana_child_and_family

 koorana.org.au



Skills for Education and Employment Program (SEE) Job Skills

Koorana in partnership with MTC Australia, welcome you to register for the Job Skills course. It will be facilitated by MTC Australia in a 4-week program.

The course is designed to help job seekers who are ready to apply for entry-level employment opportunities. The training components have a strong focus on job seeking skills, Microsoft Office products and career planning.

> **Week 01: Job basics in Australia**

- Where to find jobs
- Networking
- Apps
- Building an Online Profile
- Job Advertisements
- Skills & Qualities

> **Week 03: Cover Letters**

- Job Requirements, Skills & Attributes
- A Close Look at Cover Letters
- How to Write a Cover Letter
- Language Used in Cover Letters
- Plan & Draft a Cover Letter

> **Week 02: Resumes**

- Types of Resumes
- How to Write a Resume
- Plan a Resume
- Draft a Resume

> **Week 04: Job Search**

- Job Search Skills
- Interview Skills
- Marketing Yourself
- Preparation for a Job Start
- Review

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Please bring to each session morning tea,
and a water bottle. Lunch will be provided.

For more information contact MTC at:
1300 232 663



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