FINDING THE RIGHT JOB REQUIRES A FULL TIME COMMITMENT.

Work First Training will help you to:

- Revisit and confirm your career goals
- Identify if there are gaps in your knowledge or skills
- Explore training or education options to strengthen your position
- Present yourself in the best possible way to prospective employers
- Secure your dream job

YOUR TRAINING WILL COMMENCE ON

WITH OUR TRAINER

Disability™ Employment Services
AN AUSTRALIAN GOVERNMENT INITIATIVE

sureway employment & training

Sureway Employment & Training

For your nearest Sureway Office call
1300 SUREWAY (1300 787 392)
or go to **www.sureway.com.au**

WORK FIRST TRAINING

helping you find the right job!

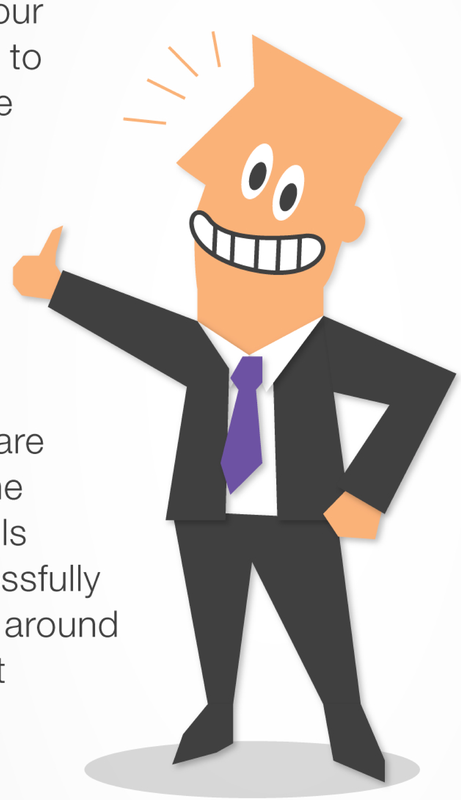
sureway employment & training

WORK FIRST TRAINING

WITH SO MANY OPTIONS TO CHOOSE FROM, PLANNING YOUR CAREER CAN SOMETIMES SEEM OVERWHELMING.

Our Work First program will help you to navigate a career path that is right for you. Mapping your own personal route to your dream job, one that is matched to your vocational preferences, skills and individual traits.

During Work First, we will ensure you are equipped with all the information and skills necessary to successfully negotiate your way around modern recruitment practices.



which career? IS RIGHT FOR YOU

PLUMBER BAKER
hairdresser NURSE
FLORIST PAINTER
ARCHITECT SIGN WRITER
ELECTRICIAN florist
chef GARDENER
REAL ESTATE AGENT
POLICE OFFICER locksmith
ARBORIST BRICKLAYER
COMPUTER TECHNICIAN
GREEN KEEPER train driver

WORK FIRST PROGRAM

YOUR WORK FIRST TRAINING PROGRAM WILL INCLUDE:

- Personal profiling
- Exploration of vocational options
- Skills audit
- Core skills for work
- Education and training options
- Action plans
- Job search techniques
  - Open market
  - Hidden job market
  - Local options
  - Networking
  - Interpreting job advertisements
- Navigating the internet
- Email
- Application/cover letters
- Introduction letters
- Addressing selection criteria
- Online applications
- Self marketing
- Portfolios
- Tailoring the résumé
- Interview preparation
- Practice interviews