

GIRRAWHEEN HUB

 **MercyCare** Career Centre

EMPLOYMENT SKILLS IN GIRRAWHEEN

Girrawheen Hub - Free Employability Skills Program

TUESDAYS: 19 JUNE - 17 JULY 2018 // 2 - 4 PM

PLACES ARE LIMITED - CALL 9405 5344 TO REGISTER

WEEK 1: Strategy Planning

Positive self image, transferable skills, goal setting, job search schedule, understanding workplace culture.

WEEK 2: Building your job search toolkit

What employers look for when recruiting, resume development, writing cover letters.

WEEK 3: Reactive job search

Online job seeking, addressing selection criteria, asking for feedback.

WEEK 4: Proactive job search

Accessing the hidden job market, communication, establishing your network and how they can help.

WEEK 5: Interview Skills

How to prepare, what to wear, what to bring, how to effectively answer interview questions.

Supported by:



Girrawheen Hub

11 Patrick Court, Girrawheen

Need Resume Help?

Call Girrawheen Library

9342 8844

to book a one-on-one
appointment

Mondays 1 - 3pm

P: 9405 5344

E: girrawheenhub@wanneroo.wa.gov.au

W: wanneroo.wa.gov.au