WORKFORCE DEVELOPMENT CENTRE - WEST COAST
funded by
Government of **Western Australia**
Department of **Training**
and Workforce Development

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Free Weekly Career and Employability Workshops in Joondalup
Ring 9300 3322 to book your place

MONDAYS **Writing Résumés and Application Letters** 9.30 – 10.30am

How do YOU market your skills, knowledge and experience?
A practical workshop that shows what employers expect to see in your résumé and how to write a professional, targeted application letter

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WEDNESDAYS **Profit from Experience** 9.30 – 10.30

A program to assist people aged 40 years and over (35 yrs+ for indigenous people) to improve career development and training opportunities*

The major aim of PFE is to help clients gain the skills needed to manage their own careers and achieve their own career goals. The key elements to support this aim are;

Career Guidance: career guidance and the obtaining of career development skills through action planning.
Funded Training: access to funded training assistance ***(subject to eligibility criteria)*** to help PFE clients meet their career action plan goals

Holland's Self Directed Search 10.30 – 12.00

SDS is an excellent resource for those who are considering an occupation but are unsure if it's the right choice or those that need ideas about where to start when researching work options. This form of *paper based* career assessment tool is used to discover your personality type and how this best 'fits' your chosen career path.

Both the PFE and Holland's workshops require a 1 hour follow up appointment with a WDC Career Practitioner to be arranged at your convenience.

THURSDAYS **Interview Techniques** 9.30 – 10.30

We can show you how to market yourself effectively within an interview where you can "sell" your skills, background, ability to do the job and successfully fit into an organisation and its work cultures.

Selection Criteria 9.30 – 10.30

How do you address selection criteria? How do you articulate in writing that you have the capabilities required to perform the role? It shows you how to follow a specific formula to ensure your application gets noticed.

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