

Who should attend?

People who may need some assistance in getting motivated to look for sustainable employment and ultimately take control of, and responsibility for, their life and future.

How to enrol...

Please complete an enrolment form to participate.

You can visit our website or contact WCIG Training Services for an enrolment form.

For queries including payment, registration of interest, details of any pre-requisites for the course and any additional queries...

**Contact WCIG Training Services
(03) 9689 3437**

What's in it for me?

- * A Certificate of Attendance for completion of the course
- * Enhance your skills and develop new ones
- * Gain confidence
- * Meet new people
- * Be more prepared for employment opportunities

WCIG Offices

FOOTSCRAY

Head Office

151 Nicholson Street,
Footscray, VIC 3011
Tel: (03) 9689 3437 (voice/TTY)
Fax: (03) 9689 9093

MELTON

237—239 Station Road,
Melton, VIC 3337
Tel: (03) 8736 1000
Fax: (03) 8736 1050

MOONEE PONDS

Suite 7/5 Everage Street
Moonee Ponds, VIC 3039
Tel: (03) 8371 0050
Fax: (03) 8371 0099

SUNSHINE

Shop 2, 27-35 Clarke Street,
Sunshine, VIC 3020
Tel: (03) 9311 9411
Fax: (03) 9311 8843

ST ALBANS

352A Main Road West,
St Albans, VIC 3021
Tel: (03) 9364 6199 (voice/TTY)
Fax: (03) 9364 6425

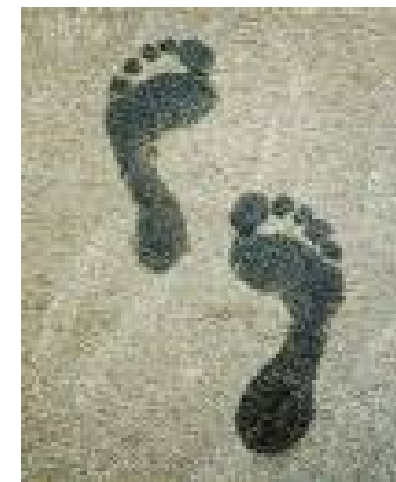
WERRIBEE

Suite 10, Level 1, 75 Watton Street,
Werribee, VIC 3030
Tel: (03) 9731 0477 (voice/TTY)
Fax: (03) 9731 0674

www.wcig.org.au



Stepping Forward Program



www.wcig.org.au

Registered Training Organisation - TOID 4185

Venue, Dates & Times

The NEW Stepping Forward Program is designed to motivate, prepare and prompt action for job seekers to approach job hunting with more confidence and purpose.

Duration: 5 Days

Dates: 6th – 10th December 2010

Where: WCIG Footscray

Times: 9.30am – 3.30 pm

Cost: \$460.00

Attendance is compulsory for all sessions

Please Note: Prices and course dates may be subject to change.

Course Outline

STEPPING FORWARD PROGRAM

The 'Stepping Forward' program is a job application guide providing basic steps of the job search process covering information you need for each step along the path.

Course includes information on:

- How to analyse and research job advertisements,
- Completing a job application,
- Resume and letter writing as well as the importance of career networking
- How to develop contacts and how job search networking can help you find a job.

The course will cover researching those job options which appeal to you, focusing on several which match what you've learned about yourself through self-assessment, marketing and selling yourself and preparing for the job interview.

'Stepping Forward' is designed to motivate and prepare job seekers to approach job hunting with confidence and purpose and provide you with the foundation you need to get the job you want.

This course is delivered in a manner that is engaging, dynamic and interactive.

All resources will be provided throughout the duration of the program.

Fees & Charges

WCIG Training Services will require full payment before commencement of the training program.

A refund will be given if enrolment is cancelled 7 working days prior to commencement of training.

Organisations can be invoiced on presentation of purchase order/letter of authority.

Need more information? Give Training Services a call on (03) 9689 3437.

