

STRAIGHT 2 WORK

TESTIMONIALS

"The course was wonderful, it gave me the polish and confidence I needed to apply for work and in fact I should have done it 12 months ago", Rochelle.

"I want to thank you for everything you have done for me, both on the course in helping me refine and refocus my search, and also in your effort to find me a job. I really appreciate all your hard work", Michael.

CONTACT DETAILS

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STRAIGHT 2 WORK



A PROGRAMME THAT TRAINS AND ASSISTS PEOPLE BACK INTO WORK

THIS PROGRAMME HAS THREE PHASES

- Training** in all aspects of the job search over five days: 9.30am – 2.30pm, Monday – Friday
 - Learning about the art of transferring your skills
 - Critical review of job advertisements
 - CL & CV updates
 - Using a network
 - Resources for finding vacancies
 - Professional standards – a reality check
 - Interviews – question preparation and practice
 - Setting goals with an action plan
 - Planning a way through possible challenges
 - The keeping of a job application log
2. Closely assisted **Job Search** for 12 weeks
3. Ongoing employment **Career Support** for three months

TOPICS COVERED IN THE PROGRAMME

Presentation from Career Services:

- Identifying a variety of positions you could apply for
- How to find new contacts and tips on how to approach them

Presentation from Personal Image Consultant

- Your body shape and identifying colour and styles that suit you
- How this information can be applied to interview and work situations

Presentation from The Otago Chamber of Commerce

- Contracts
- Salary rates
- Kiwi Saver

Presentation from Work & Income

- How Work & Income can be best used by you
- Employment climate as seen by Work & Income
- Future and recession proof jobs
- Application and interview tricks

UNIT STANDARDS ACHIEVABLE FROM THIS PROGRAMME

Unit Standard	Title	Level	Credits
25060	Independently read texts for practical purposes and to gain knowledge	1	6
4253	Obtain job search skills	2	3
4252	Produce a curriculum vitae	2	2
10781	Produce a plan for own future directions	2	3



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