



## AWS JobSearch Program Helping job seekers take the next step

The Active Working Solutions JobSearch Program, is a six (6) week program that aims to improve an individual's job seeking skills, and assists workers in their return to the workforce.

This tailored, yet flexible program, provides individuals access to professional guidance and motivation from a suitably qualified professional with a focus on teaching individuals skills in resume management and application preparation, best practice job search techniques, good interview habits, disclosure of injury and information on appropriate work habits.

We provide education and skill development in these areas and we also provide guidance on issues of disability adjustment and handling new job jitters. This ensures that individuals feel supported throughout their job seeking activities.

Individuals enrolled in the program are provided with a workbook which outlines the content of the twelve sessions of the program, and both the individual and trainer work through its content.

The commitment required to participate in this program is two (2) days per week for a period of six (6) weeks and each session involves two (2) hours of instruction and education, followed by two (2) hours of practical activities to reinforce learning. The JobSearch Program is outlined as follows:

- Session 1:** *Goal Setting - Identifying and Breaking Down Barriers*
- Session 2:** *All about the Resume - making it mean something to an employer so they will request an interview!*
- Session 3:** *Job Search Techniques - making them work!*
- Session 4:** *Understanding the Job Advertisement / Tailoring the Resume*
- Session 5:** *Discussing the Injury - what works and what doesn't*
- Session 6:** *Making the Interview Work / Personal Presentation and Grooming*
- Session 7:** *Job Search Techniques - what is my best approach?*
- Session 8:** *Ensuring the resume gets the interview*
- Session 9:** *What exactly is the job advertisement telling me about the employer?*
- Session 10:** *How will I impress the interviewer? What works?*
- Session 11:** *My injury and what it means to an employer*
- Session 12:** *Using goal setting with job seeking to get results*

Individuals are able to join the program at any week to avoid delay in getting them back on track with their job seeking activities.

This program is delivered at various locations including Campbelltown, Sydney CBD, Ryde, Wollongong and Penrith. Depending on numbers, we are also able to run this program at other venues upon request.

Your investment is minimal only \$1800 per person (plus GST) for the full six (6) weeks. Additional fees may be charged should individuals require assessments to determine a vocational goal prior to enrolment. Placement fees if individuals secure work within set timeframes will also be charged.

### ACTIVE WORKING SOLUTIONS

Building healthy organisations through healthy individuals.™



For more information or if you would like to refer to Active Working Solutions:

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