

## RE- ENTERING THE WORKFORCE

### **REW01 DEALING WITH UNEMPLOYMENT/REDUNDANCY**

This module prepares people for unemployment in a tight economy. We deal with personal issues such as self esteem, maintenance of dignity, health/fitness and the importance of routine and balance. We also give some practical information about Centrelink services and a checklist of things you need to do as soon as you become aware that you are being made redundant

### **REW02 PREPARING YOUR RE-ENTRY STRATEGY**

This module helps people develop their “sales documents”. We help identify what jobs you may be suited for, through a vocational guidance questionnaire. Bring your current resume with you, preferably on a disk (or bring your own laptop would be even better) and we will help you build a resume and covering letter that people will read with interest. We will give you a list of websites to explore and contact details of relevant hiring organizations.

### **REW03 WORKING TO FIND THE BEST SOLUTION AND HOPEFULLY YOUR IDEAL JOB**

This module aims to give practical advice about dealing with your situation. We will help you prepare a financial budget, talk about strategies to cope with reduced income and provide you with a list of short term work alternatives. We will help you select the right jobs to apply for and which to avoid. In a tight market employers can afford to be choosy – we play devil’s advocate to make sure you pick the jobs you have a chance to get

### **REW04 PREPARING FOR INTERVIEW AND GETTING ON THAT SHORTLIST**

This is an essential module to assist you present yourself in the best possible light to your potential employer. We cover things like essential preparation and presentation, making you different from all the others being interviewed. We will give you a list of available opportunities which we believe suits your background and personality. You leave this workshop with a clear plan and a confidence in your ability to re enter the workforce more effectively than ever before.