



‘Confident, Inspired & Ready for Work’ Program Round 3 [Rockhampton]

(This training is proudly funded and supported by the Queensland Government through its Skilling Queenslanders for Work initiative.)

Time: 9.30am – 2.30pm (Morning Tea: 10.30am – 10.45am; Lunch: 12.00 noon – 12.30pm)

Week 1	Week 2	Week 3	Week 4	Week 5
<p><u>Thurs, 25 Feb 2021:</u> Venue: TBC</p> <p>Training & Support Plan [0.5 hour]</p> <p>Ice Breaker [20 mins]</p> <p>Group Guidelines [10 mins]</p> <p>Program Introduction</p> <p>Self-management [4 hours]</p> <p>Sharing of inspiring success story [0.5 hours] <i>Invited Guests</i> (Evaluation)</p>	<p><u>Thurs, 4 Mar 2021:</u> Venue: CQUniversity North Rockhampton (PC Lab)</p> <p>Technology Skills [2.25 hours]</p> <p>Technology Skills & Resume Updates [1.0 hour]</p> <p>Cover Letters Introduction & STAR [1 hour]</p>	<p><u>Thurs, 11 Mar 2021:</u> Venue: TBC</p> <p>Communication in the workplace [2.5 hours]</p> <p>Working in a team [2.5 hours] (Evaluation)</p>	<p><u>Thurs, 18 Mar 2021:</u> Venue: TBC</p> <p>Physical Presentation <i>WHC</i> [0.5 hour]</p> <p>Office Makeup & Department <i>Quality Street Salon</i> [2.5 hours]</p> <p>Financial Literacy (Saving, budgeting & spending) [1.5 hours]</p> <p>Sharing of inspiring success story [0.5 hours] <i>Invited Guest</i> (Evaluation)</p>	<p><u>Thurs, 25 Mar 2021:</u> Venue: <i>Workplace</i></p> <p>Workplace Tour/Work Experience [5 hours]</p>
<p><u>Fri, 26 Feb 2021:</u> Venue: TBC</p> <p>Job Search Advice [1.5 hours]</p> <p>Career Profile [0.5 hours]</p> <p>Career Options [1.0 hours]</p> <p>Resume Introduction [1 hour]</p>	<p><u>Fri, 5 Mar 2021:</u> Venue: TBC</p> <p>STAR – Selection Criteria [1 hour]</p> <p>Practice Writing STAR/using STAR [0.75 hour]</p> <p>Interview Introduction [1 hour]</p> <p>Skills Round/ Practice [2 hours] (Evaluation)</p>	<p><u>Fri, 12 Mar 2021:</u> Venue: TBC</p> <p>Problem Solving [3 hours]</p> <p>Planning and Organizing [2 hours] (Evaluation)</p>	<p><u>Fri, 19 Mar 2021:</u> Venue: TBC</p> <p>Meet and Greet with Employers and Educational Institutions [5 hours] <i>Invited Guests</i> (Evaluation)</p>	<p><u>Fri, 26 Mar 2021:</u> Venue: TBC</p> <p>Review of Training and Support Plan & Next Steps [5 hours]</p> <p>Closing (Evaluation)</p> <p>Graduation: Friday 2 April 2021</p>

Note: * Tailored support to individual participants. ** Mentoring will also be provided as required.