

JOBWORKS ONLINE

MASTER YOUR JOB-SEEKING SKILLS



INTRODUCING A BLENDED LEARNING PROGRAM TO ASSIST CLIENTS IN ENHANCING THEIR JOB SEEKING SKILLS TO HELP THEM RETURN TO NEW EMPLOYMENT.

The JobWorks online program enables the client to learn the essentials of how to find work, prepare for the interviews and secure a job in 8 easy modules.



**Know your
Goals**



**Job Search
Methods**



**Mastering your
Resume &
Cover Letter**



**Building
Professional
Networks**



**Social Media:
A Means to
Enhance Job
Search**



**Succeeding
in Interviews**



**The Art
of Injury
Disclosure**



**Succeeding
in your
New Job**



With the blended learning approach, our highly trained consultants will support and monitor the clients as they work through the program and put into practice what they have learned. This will ensure they are progressing well through their assigned modules and gaining the key learning outcomes.

LEARN

- Explanation of concepts

PRACTICE

- Samples and downloadable templates to practice concepts
- Quiz questions to reinforce learning

REFLECT

- Collaborative activities with Lifeworks consultant/peers to reflect on learning and experience

After participants have completed this course, they will be able to:

1. Understand how to set goals
2. Know how and where to search for jobs
3. Build their professional network
4. Create a powerful resume and cover letter
5. Approach interviews confidently and independently
6. Retain a job

A Certificate of Completion will be provided to participants and insurer with completed modules detailed

Our consultants can assist with identifying which of the learning modules the client needs to complete. They will be assigned the allocated modules for the online program and work their way through them at their own pace.

Pre-requisites: Must have basic computer skills, computer with audio, basic literacy and internet access.

Please contact the Lifeworks Team on **1300 350 421** if you have any queries about the program or whether your client is suitable.

**Total Program Fee: \$699.00 + GST – 8 modules (plus two bonus),
or individual module fees are \$100.00 + GST
(up to 4 hours face to face consultant time not included).**