



STEP INTO WORK



Step Into Work is a program specially designed for women who want to find meaningful paid work - whether you are seeking employment for the first time, or wish to return to the workforce.

The sessions are led by Step into Work Inc. volunteers with expertise in human resources/recruitment, coaching, planning and stress management.

The program covers practical areas including:

- Matching values, skills and interests to types of work
- Searching and applying for jobs
- Preparing resumes and cover letters/emails
- Communication skills and interview techniques

It also focuses on building life skills and confidence needed when entering or returning to paid employment:

- Managing the family and work life balance
- Relaxation and stress management
- Developing personal networks and using them effectively

DETAILS

- 5 weekly sessions in small, supportive groups
- Sessions start at 10 am and run for 2.5 hours
- Cost – free
- Limited numbers

WHERE

Integricare *

89 Cameron Street, Rockdale

** Venue is close to the railway station and street parking is also available*

WHEN

30 October – 27 November

(5 weeks program)

Fridays 10am-12.30pm

HOW TO ENROL

call 02 9599 7821

fwsgmanager@integricar.org.au

Integricare

Exceptional learning and care