



YOUR CATALYST TO
SUCCESS



RETURNING TO WORK WITH CONFIDENCE

empower  inspire  motivate  support

FREE workshops for parents wanting to return to work after caring for children

Returning to work after a career break, entering the workforce for the very first time, or searching for employment without much success can certainly be a daunting experience.

Boost your confidence by participating in our fun, hands-on and supportive workshop which covers all aspects of career planning and the job search to make your transition back into the workforce, as seamless as possible.

Discover your values, unique skills and talents and how to best present yourself to a potential employer; learn how to identify and understand personal barriers; find out the best methods of job searching including how to tap into the hidden job market; discover how to prepare a powerful resume; while learn influential interviewing techniques and powerful goal setting and action planning, and much more.

Program Eligibility:

These workshops are being offered free of charge as part of the Victorian Government's "Returning to Earning" initiative and are available to parents, both men and women, who have been out of the workforce for at least two years to care for children.

For further details go to:

<http://www.returningtoearning.com.au/parents/eligible.asp>



advanced employment
concepts

Strengthen your Career Focus & Self Awareness

Discover your skills, interests and motivated career values
MBTI® & Strong Interest Inventory® Career Report
Career & Life Blueprint Creation
Life, Employability & Transferable Skills

Resume Development

From mediocre to magnificent: 6 powerful resume writing strategies
Attention-worthy Cover Letters

Interviewing Techniques

Connecting and building rapport with the interviewer
How to approach difficult questions
Behavioural Interviewing vs. Traditional Interviewing
Copy of the book: **10 key steps to Ace that Interview**

Job Search Campaign

Tapping into the hidden job market
Leveraging your 'Circle of Influence'
Developing a well-rounded job search campaign

Maintaining your Motivation

Identifying & Overcoming Barriers
Maintaining your Motivation in the face of knock-backs
Powerful Goal Setting & Action Planning to maintain fulfilling employment

For more information contact: Advanced Employment Concepts | Phone: 1300 137 576