

ACFE
Pre-accredited

SHORT COURSES 2018

EMPLOYMENT & WORKPLACE SKILLS

Knowledge to Enter the Workplace

You will learn:

- Skills and Knowledge about employment such as interview skills.

My Career

You will learn how to write:

- Resume
- Cover letters

Conversational English

You will learn:

- Speaking in public with confidence
- Making appointments

Workplace Safety

You will learn:

- Occupational Health and Safety (OHS) topics

For more information
or to book your place, call
1800 266 675



EMPLOYMENT & WORKPLACE SKILLS SHORT COURSES 2018

My Career

You will learn:

- your workplace skills and career paths
- how to search for the right job
- how to make a resume and cover letter
- interview skills

Location:

St Albans, Watergardens and Deer Park

Cost: \$65

Knowledge to Enter the Workplace

You will learn:

- procedures for 'communicating in the workplace'
- address lines of communication, following instructions, and receiving feedback
- problem-solving and literacy skills in the workplace

Location:

St Albans, Watergardens and Deer Park

Cost: \$65

Workplace Safety

You will learn how to:

- avoid workplace injury
- identify hazards
- avoid slips, trips and falls

Location:

St Albans, Watergardens and Deer Park

Cost: \$65

Conversational English

You will learn:

- speaking confidently in public
- attending to phone conversations
- making interview appointments.

Location:

St Albans, Watergardens and Deer Park

Cost: \$65

Term 1

29 January to 29 March

Term 2

16 April to 29 June

Term 3

16 July to 21 September

Term 4

8 October to 21 December

BOOKINGS & INFORMATION

@ education@comm-unityplus.org.au

☎ 1800 266 675

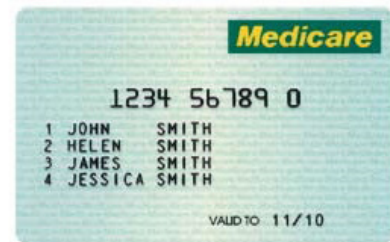


Level 1, 358 Main Road West
St Albans



www.comm-unityplus.org.au

When you enrol, please bring your concession card (if applicable) and **green** Medicare card.



Individuals with a disability are encouraged to access government funded training

commUnity+ is a multi-disciplinary community agency that provides services across Victoria. Our students have the advantage of easy access to a range of programs in addition to adult education. More information is available on www.comm-unityplus.org.au.



Comm Unity Plus Services Ltd acknowledges the support of the Victorian Government

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