

Training for Work

“FrontLine”

Skills for Successful Employment

The course will run for 13 weeks,
three days per week, 9am to 3.00pm.

2 September — 29 November 2019

13 Weeks

Golden Bay Workcentre Trust

84 Commercial Street

Takaka

Phone (03) 525 8099

www.gbworkcentre.org.nz

About the Course

This programme introduces participants to a range of experiences and qualifications for finding employment in Golden Bay in industries that require staff to have excellent communication and frontline skills.

The programme is designed to enhance your prospects in achieving your goals, gaining self confidence and securing employment.

You will participate in work experience with local business which may, in turn, open doors to the host of opportunities within the community.

Skills gained may lead to employment in a wide range of industries including hospitality, retail or office administration; self employment or further tertiary training and education.

On-going support will be offered to you and your employer after completion of the course so that any issues in the workplace can be addressed.

This course takes place on campus at the Golden Bay Workcentre and offers a full range of resources with enthusiastic personnel making “work, work for you” in a friendly and supportive environment.

Travel allowance is available.

Some things you will learn

- How to set goals and make them happen
- Build your confidence and self-esteem
- Overcome obstacles and stay positive
- Communication skills—verbal, written and phone
- How to prepare a CV
- Interviewing skills
- Information Technology and Computing
- Time Management
- Employment Law
- Budgeting
- Individual and group support
- Job search skills

Certificated Courses

- Bar Manager’s Certificate
- St John First Aid Level 1 Course
- Golden Bay Coffee Making Certificate
- Support to obtain your Learner’s Driving Licence



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Funded by
Ministry of Social Development



Te whare wānanga ō kowhiringa
“A Place of Opportunity”

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“FrontLine”

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Successful Employment*

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Making work, work for you.