

## Training for Work

### “FrontLine”

#### *Skills for Successful Employment*

26-week programme with flexible entry when referred—however, the total per participant will generally be a maximum of 13 weeks.

**No further enrolments after  
8 November 2019**

**Maximum students  
at any one time—12 people**

Monday, Tuesday, Wednesday on-site  
@ Alive Satellite—9.00am-3.30pm

Thursday and Friday—  
Work Experience placements.

**24 June — 20 December 2019**

Golden Bay Workcentre Trust  
Alive Satellite  
(Church of Christ Building)  
374 High Street, Motueka  
Phone (03) 525 8099  
[www.gbworkcentre.org.nz](http://www.gbworkcentre.org.nz)

## About the Course

This programme introduces participants to a range of experiences and qualifications for finding employment in the Motueka area 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 374 High Street, Motueka (Alive—Church of Christ building) 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 if you are eligible.

## 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
- Coffee Making Certificate
- Support to obtain your learner’s, restricted, or full driver’s licence (prerequisites apply)



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Funded by  
Ministry of Social Development



**Te whare wānanga ō kowhiringa**  
**“A Place of Opportunity”**

**Training for Work**  
**“FrontLine”**  
*Skills for Successful Employment*

**Motueka—Flexible Entry**  
24 June — 20 December 2019  
13-week course per participant  
*Making work, work for you.*