

Work Preparation

CERTIFICATE I WORK PREPARATION

**A course for people aged 16-24
6th May 2009 - 3rd June 2009**

This course runs each Wednesday. Start time: 9am-3pm.

This introductory course is designed to get you ready for the work force or further training.

You will learn about:

- Communication skills and methods of communication
- Developing computer skills
- Occupational Health and Safety issues in the workplace
- WorkSafe certificate
- Job searching skills
- Resume writing
- First Aid Training

The course will be:

- Friendly and interactive
- Appropriate for participants
- Activity based with team building sessions, working within a group and excursions.

To find out more information or to register for this course, please phone Diane at Jobs South West Community Services on 9721 5033 or email diane@jobs-sw.com.au

This course is funded by the WA Department of Education and Training



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COMMUNITY SERVICES

