

Program 15-17 September 2015



Book your place now!

For information and to book call: 5336 5020 or email lisa@highlandsllen.org

Facebook: Ballarat Jobs & Skills Drive

When	What	Presenters	Where	Cost	Audience
Tuesday 15 September					
9.30am – 10.30am	Creating a Best Seller Resume Learn the secrets of how to write an impressive and winning resume plus cover letter. Find out: how to identify the key words in a job advertisement; how to use these in the application; what layouts are effective; what elements should be included; where to look for job opportunities and more!	Lisa Howlett HLEN	Humffray Room	Free	SS JS
11.00am – 12.30am	First Impressions Count Learn about interview techniques and receive a number of presentation tips to help you gain employment. Discover how to make a positive first impression.	HLEN and Partners	Humffray Room	Free	SS JS
1.00pm – 2.30pm	Make Your Mark This is a thought provoking presentation by the founder of Fingerprint Me, Peter Coronica. In this inspiring presentation Peter shares his knowledge and advice for helping young people get their foot through the door in the competitive world of work. His insights and enthusiasm have inspired many young people across Victoria to begin the process of planning their future careers.	Peter Coronica Fingerprint Me	Humffray Room	Free	SS
3.30pm – 5.00pm	Making Work Experience Work for Your Business Discover the benefits of using Work Experience and Structured Workplace Learning placements to source your future employees. You will learn what the difference is between the two. Ask questions of our Workplace Learning Coordinator and find out how providing opportunities to secondary school students can benefit your business.	Lisa Howlett HLEN	Humffray Room	Free	IE
5.30pm – 7.00pm	Parents Hold The Key Youth unemployment is a complex issue; so how can we support our young people to obtain the skills, knowledge and motivation to be actively engaged in the workforce? What can parents do to help? This engaging and informative presentation is designed to educate parents and families about the changing world of work and how crucial their influence and support will be for a young person's transition.	Peter Coronica Fingerprint Me	Humffray Room	Free	ALL
Wednesday 16 September					
9.00am – 10.30am	Ballarat City Projects and Future Jobs With continual growth currently occurring in Ballarat, find out how this will affect the job market going forward and how you can benefit from this. Discover what the growth industries are and how to get in on the ground floor.	Brendan O'Connell HLEN	Humffray Room	Free	SS JS
11.00am – 12.00am	Want To Become a Tradie? Interested in trades? Hear from industry experts about what various trades involve and discover what employers are looking for. This is a great opportunity to find out what qualities are needed and what the pathways are for entering the trades. Presentations will be given by the Australian Brick and Blocklaying Training Federation and Master Builders Australia.	ABBTF/MBA	Humffray Room	Free	SS JS
11.00am – 12.00pm	How To Get Into Hospitality and Retail 1 in 4 people in Ballarat and surrounds will work in retail and/or hospitality. If you are looking for part-time, full-time or casual work in a customer focused industry, you'll need to know what to expect when preparing for your first step into employment.	HLEN and Partners	Foyer	Free	SS JS
12.00am – 1.00pm	The New Centrelink Requirements and How They Effect Young People Hear from a Centrelink representative on all things youth related. Ask questions to ensure you have the right information to pass onto students and young people.	Centrelink	Humffray Room	Free	CP
1.30pm – 3.30pm	Industry Input Into Curriculum Development – The Beacon Model Beacon Foundation has 26 years' experience in guiding schools through the processes of producing work-ready students. In this session, Beacon Foundation will share their experiences in engaging industry in the development of curriculum for varying school subjects and the outcomes that can be achieved.	Beacon Foundation	Humffray Room	Free	CP
5.30pm – 7.00pm	Ballarat City Projects and Future Jobs With continual growth currently occurring in Ballarat, find out how this will affect the job market going forward and how you can benefit from this. Discover what the growth industries are and how to get in on the ground floor.	Brendan O'Connell HLEN	Humffray Room	Free	ALL
Thursday 17 September					
9.30am – 12.00am	Mock Interviews Practice your job interview skills by undertaking mock interviews with local employers. You will receive feedback on your interview skills so you know if you have hit the mark. Pre-book and receive 1:1 mentoring tips in a supportive environment.	HLEN	Humffray Room	Free	SS JS
1.30pm – 3.00pm	Meet The Bosses – Q&A Panel A panel of local trades' people, HR personnel in large local organisations and small business owners will provide a rare insight into the thinking of employers, providing first-hand tips that may make the difference between getting the job or not.	Jannine Bennett HLEN	Humffray Room	Free	ALL
4.00pm – 6.00pm	Ballarat LIVE Job Find LIVE job advertisements for local people looking for real local jobs. This innovative session will see local employer's present real jobs that are currently available. They will discuss what those jobs look like and what they are looking for in potential employees. If job seekers are interested in these jobs, employers will take applications on the night. Come and see what jobs are currently available in the Ballarat region, hear from the employers who are taking on workers and apply for the one that is right for you. Bring your resume and dress to impress for interview.	Jannine Bennett HLEN	Humffray Room	Free	SS JS

Key to audience suitability

JS Job Seekers

SS Secondary School Students

IE Industry/Employers

CP Careers, Education and Community Practitioners

ALL Everyone welcome



JOBBS

CAREERS

TRAINING

BOOK YOUR PLACE NOW

ACHIEVE YOUR
EMPLOYMENT GOALS!
Informative conversations
Presentations
Workshops

EVENTS FOR:
job seekers,
employers, agencies,
parents and guardians,
secondary school students
careers advisers and educators

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DROP IN: MECHANICS INSTITUTE 117 STURT STREET BALLARAT

FOR BOOKINGS CONTACT 5336 5020 | lisa@highlandssen.org |  Ballarat Jobs & Skills Drive