

Employment Preparation Activity

START YOUR 2 WEEK JOB FITNESS CHALLENGE NOW!

PERSONAL EMPLOYABILITY HEALTH CHECK

Are you what an employer is looking for? Our fitness coach will conduct a personal assessment to let you know what areas you need to work on over the 2 week challenge.



THE STRENGTH IN SELF DISCOVERY

Discover who you really are and play to your strengths. Take our personality quiz, industry aptitude test and learn about your preferred communication style and creativity index.



TACKLE JOB HUNTING HEAD ON

Charge ahead of the line with a killer resume and the knowledge of where to find the right jobs and vacancies, then score with newly acquired self marketing skills.



BE THE GUY/GAL EVERYONE WANTS ON THEIR TEAM

Learn how to work with others, collaborate, solve problems and be an awesome member of the team.



MAKING GAINS IN A DIGITAL WORLD

Get the most out of technology and learn how to use it as a tool to enhance efficiency, time management, communication and document handling.



GETTING YOUR COMMUNICATION IN SHAPE

Communication is the heart-beat in any business. Learn fundamental expectations when it comes to oral, written, telephone and digital skills.



START DOIN' IT... FOR REAL!

You've got the tools, now let's see what you're made of! Your coach will conduct a mock interview and simulate phone calls to observe and measure your progress.



HOW TO FIND YOUR TRIBE

Still looking for a job? Maybe you're looking in the wrong places. Find or build your tribe so you know exactly where to look for job leads and online vacancies and who can help you along the way.



TRACKING WITH TECHNOLOGY

Track your progress and learn how common workplace software can help you get the most out of your working day.



GOAL!!!! PERSONAL BEST

TIME FOR SELF-EVALUATION

You're almost there! Let's look back and reflect in how far you've come and create a bank of transferable skills.



Celebrating **novaskill** Est. 1980 40 years

For more information please visit novaskill.com.au or call 1300 885 680.

The Employment Preparation Activity is an Australian Government initiative.