



Active Institute New Zealand
Learn, Achieve, Succeed

Training for Work

a

FREE

**Employment
Programme**

At

**ACTIVE INSTITUTE
PANMURE**

WHERE TO FIND US

Active Institute

Level 2, 159 Queens Road

Panmure

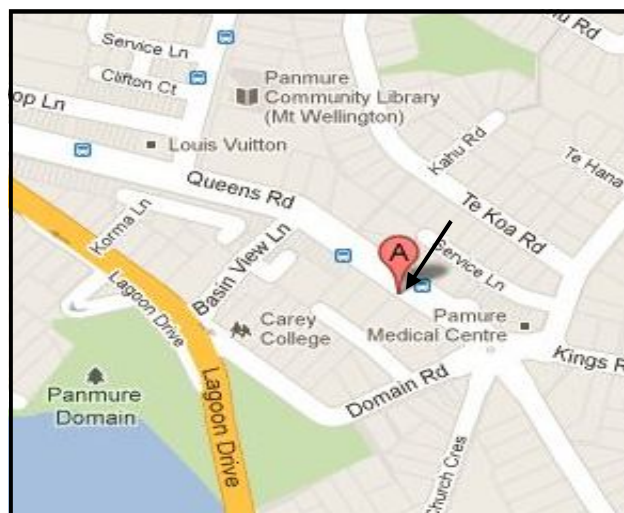
Phone: (09) 574 5547

Fax: (09) 574 5542

www.activeinstitute.co.nz

Appointment Date: _____

Time: _____



WHO IS ELIGIBLE

Clients of Work and Income
New Zealand who are:

- ◇ Issued a referral letter from their case manager
- ◇ 18 years or over
- ◇ Wanting to work
- ◇ Willing to apply for a variety of jobs
- ◇ Prepared to accept any reasonable job offered to them
- ◇ Committed to attending the programme throughout its 13 week duration

*MSD Criteria apply

PROGRAMME OVERVIEW

Employment Coaching and Work Placement

Programme Length: Up to 13 Weeks

Monday to Friday

9.00 am—3.00 pm

(30hrs per week)

This programme is designed to place the job seeker into employment. All areas of effective job seeking are covered including creating resumes and curriculum vitas, application letters, interviewing skills, the various methods and techniques of finding work in New Zealand.

Job seekers will also learn how to identify and talk about their skills, how to present themselves for an interview and how to understand employability skills in the New Zealand workforce.

***A travel allowance may be available**

EMPLOYMENT SKILLS COVERED

- ◇ Business communication
- ◇ Care, timeliness and stress management in the workplace
- ◇ CV preparation
- ◇ Interview skills
- ◇ Personal presentation
- ◇ Customer Service and Dealing with the Public
- ◇ Effective Workplace Relationships
- ◇ Health and Safety in the Workplace Environment
- ◇ Understanding benefits of employment
- ◇ Workplace Etiquette

ABOUT THE PROGRAMME

- ◇ Hands-on training
 - ◇ Client focused
 - ◇ Well experienced coaches
 - ◇ Friendly and stimulating learning environment
 - ◇ Up to date and various job seeking tools and resources
 - ◇ Institute established in 1988
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