

GETTING READY FOR WORK!



EXPLORE
CAREER
OPTIONS

IMPROVE
YOUR DIGITAL
LITERACY

UPDATE
YOUR
RESUME

EXPERIENCE
WORKING
IN A TEAM

WORK WITH
CAREER
COACHES




Career Transition Assistance

This program is designed to help mature-aged people build confidence and update skill sets to become more competitive in the local labour market.

Why learn with Designer Life?

- **Improve your digital literacy**
Learn how to send emails, navigate online applications and how to use the Microsoft Office suite.
- **Career options**
Identify careers that you want and begin your transition into your chosen career.
- **Communication skills**
Learn how to communicate effectively with employers.
- **Social skills**
Hints on how to build a routine and refresh your social skills for communicating in the workplace.
- **Resume updates**
Our experienced Facilitators will help to update and tailor your resume and cover letter for specific industries or job roles.
- **Teamwork**
Our group based activities will refresh your team working skills.
- **PBAS**
Helping you to understand the Points Based Activation System (PBAS) for Workforce Australia.
- **Designer Life Career Centre**
We have all the office tools you need to help you to complete your course including laptops, free Wi-Fi and a printer.
- **Connecting you with employers**
You will make an employer visit during the course and our supportive facilitators will assist you with employment opportunities to explore.

FOR MORE INFORMATION Call: 07 3333 2055 or Email: cta@designerlife.com.au

 (07) 3333 2055

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