

Are you a young job seeker looking to increase your employability skills? Are you looking to build your self-confidence & motivation? Do you want to be part of a fun, practical & interactive group?

Let us help you to develop the skills and potential to find a job!

Employability Skills Training

Maxima has been helping individuals prepare for work for over 30 years. Our experienced team will work with you to ensure you are ready for work through simulated learning experiences, group and activity-based learning.

This program gives you the opportunity to enhance your employability through 2 different blocks of targeted training. Each Block is delivered over 3 weeks for 25 hours per week face-to-face.

It will help you understand the expectations of employers in both the recruitment process and as a new employee in the workplace. It will also provide you with an insight into the tasks and duties of different industries.

We will engage and support you by:

- Direct contact, email and SMS
- Providing information in appropriate formats and simple, plain English, culturally sensitive in both printed and on social media platforms such as Facebook and Twitter
- Mentoring support

We will work collaboratively and flexibly with jobactive providers and deliver training across the whole of the employment regions as required by providers.

You can commence in either Block 1 or 2 training. At commencement of training you will undertake a comprehensive induction.

Why Maxima?

Finding the kind of work that really works for you can be a challenge. Maxima has helped people make the right choices for over thirty years – so if you're looking to join or return to the workforce why not benefit from our experience.

Our Purpose

Maxima is known as a national leader valued by individuals, organisations and communities for helping people develop their skills and potential to find jobs. We are a community organization supporting people in their pursuit of meaningful and fulfilling work.

Our Values

- To be best at what we do
- To always act with integrity and pride
- Community spirit underpins our corporate philosophy
- We enjoy helping others achieve

**We see
potential.**

Training Block 1 – Skills for Work

This course includes:

- Prepare Your Career Plan
- Change and Goal Setting
- Understanding and work with Diversity
- Communication and Teamwork
- Planning and Organising work tasks
- Problem Solving and Decision Making
- Workplace Protocols, Your Rights and Responsibilities
- Being a Productive and Innovative Worker
- Work in a Digital World
- Managing your Work-Life Balance

Training Block 2 – Job Hunt Success

This course includes:

- Understanding the Local Labour Market
- The Hidden Job Market
- Job Search Strategies/Etiquette
- Using Social Media for Job Search
- Resume Preparation
- Application and Cold Canvas Letters
- Presentation Skills
- Interview Techniques
- How to Market Yourself
- Industry awareness activities, providing insight into various occupation types, including Workplace visits, Industry guest speakers - what we look for in a job application and Mock interviews with industry representatives

Industry Awareness Experiences

Maxima continue to receive feedback on employer's needs within industry and customise our courses based on the information obtained.

Maxima have a broad range of industry and employer linkages, including but are not limited to:

- Business & Retail
- Hospitality
- Community Services
- Aged Care & Child Care
- Horticulture & Trades
- Leadership and Management

Learning Outcomes

Training Block 1 – Skills for Work

On completion you will:

- Have a completed Career Plan
- Be upskilled in workplace standards
- Develop an understanding of how to be 'the right fit' for a prospective employer; and
- Succeed as a new employee

Training Block 2 – Job Hunt Success

On completion you will:

- Have Job Application documents and the skill to customise these for the future
- Be practiced in Job Interviews
- Have a job search plan; and
- Have completed 10 hours of face-to-face canvassing with employers

Pre-requisites

You will require basic spoken and written English skills.

Feedback and Review

You will be invited to complete a survey at the completion of each block of training. Collated data from this survey will be used to adjust the structure and content of the training provided.