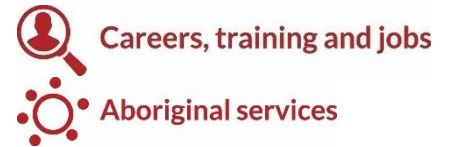


# Need help getting your career journey heading in the right direction?



Northam Jobs & Skills Centre offers **FREE** employability workshops throughout the year

## ABOUT THE WORKSHOPS

### Interview Essentials

Every second Monday\* 2.00pm – 3.00pm

Preparation before, during and after the interview  
Answering questions confidently  
How to conduct yourself in an interview

### Resume Workshop

Every alternate second Monday\* 2.00pm – 3.00pm

Tips for stronger resumes and covering letters  
How to promote yourself  
Tailoring your documents


### Career-based Computer Basics

Second Tuesday of every month 10.00am – 11.00am

What you need to know – the basics  
Job searching online  
Setting up and using email for employment or training opportunities  
Microsoft Word document basics


\* excluding public holidays

## REGISTER YOUR INTEREST

 9622 6860 or 13 64 64 (from anywhere in the Wheatbelt)

 [wheatbeltjsc@crtafe.wa.edu.au](mailto:wheatbeltjsc@crtafe.wa.edu.au)

## LOCATION

 Jobs & Skills Centre  
Lot 1 Hutt Street, Northam WA 6401

Report to **Reception** in the Main Administration building



## FIND OUT MORE ABOUT US

**Directions Workforce Solutions** is a registered charity contracted by the Department of Training and Workforce Development to provide free professional and practical advice on training and employment opportunities including careers advice, apprenticeship and training information to all members of the community.

Support services for employers and business, as well as specialist services for Aboriginal people, ex-offenders, and people from a culturally or linguistically diverse background are also available.

Career Development officers are available to provide individualised career planning assistance no matter what your age or career stage.

For more information about us, contact us at the above or visit Directions online at [www.directionswa.com.au](http://www.directionswa.com.au)

