



Sharing stories, finding solutions

KWP presents

# A six week employment focused series

*Jill West is a proud Troolwoolway Bunurong woman with a lengthy career supporting Aboriginal and Torres Strait Islander people in work, education, and life their journey. Jill has worked extensively in the Centrelink space for 13 years and strongly committed to working alongside community organisations, developing partnerships, and building cultural capacity. Jill strives to give Aboriginal people a voice through mentoring employment and education with the aim of closing the gap.*

*KWP is hosting Nomuckerlener Indigenous Consultancy and Mentoring to run a 6 week virtual employment focused series.*

**PTO for more details**



## Workshop details

**When:** Wednesdays 5th August - 9th September

**Time:** 11am - 12pm

**Registration is a must. We'll share the zoom ID on the day.**

**KWP workshops are free and open to all Aboriginal women**

Places are limited, please register by contacting our Koori Women's Place team on 9244 3333 or [kwp@djirra.org.au](mailto:kwp@djirra.org.au)

1800 105 303

[www.djirra.org.au](http://www.djirra.org.au)

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# A six week employment focused series

Session	Learning outcome	Content and Activities
Wed 5 Aug 11am - 12pm	Removing barriers	<ul style="list-style-type: none"><li>• Connecting to culture</li><li>• Support services</li><li>• Financial support</li><li>• Time management</li></ul>
Wed 12 Aug 11am - 12pm	Resume writing	<ul style="list-style-type: none"><li>• Identify qualities, key skills and capabilities</li><li>• Goal Setting</li><li>• Your journey to a successful outcome</li><li>• Mentors</li><li>• Indigenous specific</li></ul>
Wed 19 Aug 11am - 12pm	Interviewing	<ul style="list-style-type: none"><li>• STAR</li><li>• Appearance</li><li>• Selection Criteria</li><li>• Being on time for an interview</li><li>• What can your job active do for you</li></ul>
Wed 26 Aug 11am - 12pm	Growing IT capabilities /digital skills	<ul style="list-style-type: none"><li>• Outlook</li><li>• MYOB</li><li>• Word</li></ul>
Wed 2 Sep 11am - 2pm	Effective communication	<ul style="list-style-type: none"><li>• Managing expectations</li><li>• Cultural obligations</li><li>• Working in a team environment</li></ul>
Wed 9 Sep 11am - 12pm	Navigating the Digital world	<ul style="list-style-type: none"><li>• MyGov</li><li>• Centrelink</li><li>• Medicare</li><li>• ATO</li><li>• Reporting</li></ul>

*Join for one session, or join for all but registration is a must.  
Additional support is available following the session.*

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