

Presenting for Job Interviews and Employment

- BOOKINGS:** For course bookings or more information contact Tarsha Franklin on 8346 3044.
- ENROLMENT:** Applicants are enrolled in this course on the first day of the programme and receive an induction/handbook and site orientation.
- GROUP SIZE** Maximum of 15 participants.
- DURATION:** 1 X 4 hour session
- DAYS / TIME:** Please contact us for details on (08) 8346 3044
- LOCATION:** **STATUS Employment Services**
59 - 61 Grange Road, Welland
Ph: 8346 3044
- DRESS CODE:** **Applicants must be prepared to follow dress code guidelines:**
- Neat casual attire.
 - No earrings or visible facial or body piercing.
 - Men must be clean-shaven or any facial hair must be neatly trimmed.
 - No wearing of hats during training sessions.
 - Personal hygiene standards must be applied.
- CONTENT:** The Presenting for Job Interviews and Employment Workshop is designed to assist jobseekers, both men and woman, develop confidence in presenting for interviews and employment and includes the following topics:
- Dress Standards
 - Employer Expectations
 - Making a Good First Impression
 - Skin care
 - Personal Hygiene
 - Body Language
 - Make Up Application for women
 - Presentation standards for gentlemen
- TRAINEE REQUIREMENTS:**
- Pen and paper
 - Brush / comb
 - Hand towel
- Women Only
- Mascara and any other makeup you would like to use for this session
- ISSUANCE OF TRAINING STATEMENTS:** Participants must attend all sessions in order to qualify for a Statement of Attendance.

Please note: STATUS Works Pty Ltd reserves the right to cancel, alter or amend any of the arrangements contained in this programme. The duration of courses, frequency, dates, times, costs are subject to alteration. The information contained in this timetable of programs for 2009, is accurate as at date of publication, March 2009. You are advised to confirm the accuracy of this information by contacting Tarsha Franklin on 8346 3044 prior to the commencement of each course to avoid unnecessary disappointment.