

CAREER PROGRESSION



BURAWA

NATIONAL INDIGENOUS
CAREERS CENTRE

MOVING OUR MOB
UPWARDS



Have you been in your current role for a while and feel like you're not making any career progress?

This course will provide strategies and resources to help you identify areas for improvement, enabling you to move into a role that works for you.

Moving up in your career can require upskilling, conversations with management, playing to your strengths and identifying your weaknesses. Burawa can help develop your professional skills, with a focus on effective communication, goal setting, leadership and moving dreams into action.



WHO IS THIS COURSE FOR?

Working people who:

- *Want to become managers*
- *Feel stuck in a role and want to move up*
- *Need support for a new role*
- *Want upskilling to progress in their career*
- *Work part time or casual jobs and want to move into permanent positions*

WHAT WILL I LEARN?



Basic professional skills including:

- *Working with others – understanding work styles and resolving conflicts*
- *Building confidence – learning to believe in yourself and follow your instincts*
- *Professionalism – managing yourself and showcasing your skills*
- *Mapping your vision – career planning, knowing your goals and putting them into action*
- *Dreams into action – grounding dreams into affirmative, active steps*

COMMITMENT

Learning is ONLINE and will take place over weeks – A total of 8 modules.

Each week you will undertake 4.5 hours of online facilitated training via MS Teams.

After the online classroom work, you will have 1-2 hours of take home/self-paced activities to develop your skills, ready for the next session.

CAREER PROGRESSION MODULES

WEEK 1

- UNDERSTANDING INDIVIDUAL AND TEAMWORK STYLES

WEEK 2

- IDENTIFYING AND RESOLVING DIFFICULT SITUATIONS
- CONFLICT RESOLUTION - NEGOTIATING SUCCESSFUL OUTCOMES FOR ALL

WEEK 3

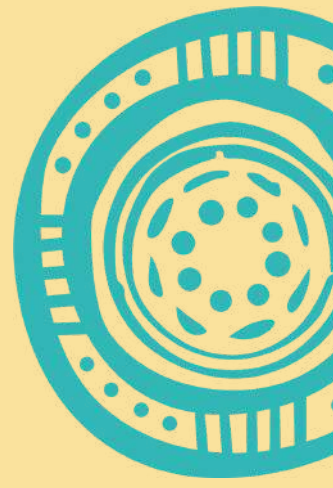
- PLAY TO YOUR STRENGTHS - ASSESSMENT, IMPROVEMENTS AND ACTIONS
- MANAGING YOURSELF AND WORKPLACE ETIQUETTE

WEEK 4

- SELLING YOUR SKILLS - EFFECTIVE INTERVIEW TECHNIQUES
- IDENTIFYING AND SPEAKING ABOUT YOUR PROFESSIONAL GOALS

WEEK 5

- DREAMS INTO ACTION - GROUNDING DREAMS INTO AFFIRMATIVE, ACTIVE STEPS



ALL OUR COURSES INCLUDE THE
8 WAYS OF ABORIGINAL LEARNING WITH VISUAL
CONTENT, VIDEOS, AUDIO, FACT SHEETS,
TEMPLATES, GROUP ACTIVITIES AND A VARIETY
OF SUPPORTING MATERIALS AND RESOURCES.

MENTORING

For participants who complete this short course, we also offer access to the Burawa Mentoring Program. We will pair you with a mentor who can provide career specific guidance and support, helping you along your journey to enter the workforce. For more information [click here](#).

HOW DO I APPLY?

Simply [click here](#) and fill out an Expression of Interest.



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