

RETURN TO CAREER



BURAWA

**NATIONAL INDIGENOUS
CAREERS CENTRE**

**MOVING OUR MOB
UPWARDS**



Have you been away from the workplace due to sickness, family, or community responsibilities, but are ready to return to work?

Returning to the workforce after a break may be a confusing and overwhelming process. This course can help you strengthen your skills to jump back into work.

Burawa can help guide you to overcome fears and barriers, refresh your job application skills, support you to find your strengths and help find a suitable career path that gives you the work/home life balance you want.



WHO IS THIS COURSE FOR?

People returning to the workforce or to their careers after a break.

WHAT WILL I LEARN?

Professional skills to help you get back into work, including:

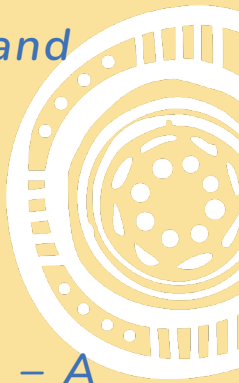
- Looking for a job – how and where to search for jobs, responding to advertisements*
- Cover letter and resume writing – user friendly template and tips*
- Finding your strengths – uncovering your skills and interests*
- Mapping your vision – career planning, knowing your goals and putting them into action*
- Building confidence – learning to believe in yourself and follow your instincts*

COMMITMENT

Learning is ONLINE and will take place over 2 weeks – A total of 8 modules.

Attendance is online, 3 times a week, for 2 weeks - each day you will do 4 hours of facilitated training on 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.



RETURN TO CAREER MODULES

WEEK 1

- IDENTIFYING AND SPEAKING ABOUT YOUR PROFESSIONAL GOALS
- CAREER PATHWAY MAPPING
- DREAMS INTO ACTION - GROUNDING DREAMS INTO AFFIRMATIVE, ACTIVE STEPS
- APPLYING FOR THE JOB - RESUME TIPS AND TRICKS

WEEK 2

- APPLYING FOR THE JOB - WRITING A COVER LETTER
- INTERVIEW PRACTICE QUESTIONS
- COMMUNICATING POWERFULLY AND EFFECTIVELY
- MANAGING SELF-TALK - UNDERSTANDING AND OVERCOMING FEARS AND BARRIERS

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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