



# STEP INTO WORK



*Step Into Work* is a program specially designed for women who want to find meaningful paid work - whether you are seeking employment for the first time, or wish to return to the workforce.

The sessions are led by *Step into Work Inc.* volunteers with expertise in human resources/recruitment, coaching, planning and stress management.

The program covers practical areas including:

- Matching values, skills and interests to types of work
- Searching and applying for jobs
- Preparing resumes and cover letters/emails
- Communication skills and interview techniques

It also focuses on building life skills and confidence needed when entering or returning to paid employment:

- Managing the family and work life balance
- Relaxation and stress management
- Developing personal networks and using them effectively

## DETAILS

- 5 weekly sessions in small, supportive groups
- Sessions start at 10 am and run for 2.5 hours
- Cost - free

## WHERE

### Naremburn Family Centre \*

40 Merrenburn Ave, Naremburn  
*\* please note there is only access to the training room via stairs*

## WHEN

### 8th Aug – 5th Sept 2018

(5 weeks program)  
Wednesdays 10am-12.30pm

## HOW TO ENROL

Send an email to [intakefs@catholiccareddb.org.au](mailto:intakefs@catholiccareddb.org.au)  
or call 02 8425 8700

**CatholicCare**  
Diocese of Broken Bay