**Proposed Delivery Schedule: Kick Start your Career in the Health Industry**

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|  | Monday  Focus; Industry Specific Skills  Raymond St Sale | Tuesday  Focus: Digital Literacy for Work  Raymond St Sale | Thursday  Focus: Literacy for Work  Fulham Campus | Friday  Focus: Financial Literacy  Raymond St Sale |
| Week 1 | **Introduction**  Intro to the Health Sector   * Guest speaker * Tour of the hospital and lunch * Intro to the program * Registrations and enrolments | **Computer skills for work**   * Digital Literacy Assessment * Computer basics * Trouble Shooting * Intro to productivity tools | **Effective Communication**   * Your LLN Assessment * Effective communication * Non- verbal communication * Giving and receiving constructive feedback. | **Saving, Budgeting & spending**   * Set savings goals * Create a budget * Create a savings plan.   **Introduction to MS Excel** |
| Week 2 | **Introduction to WHS**   * Workplace policy & procedures * Follow workplace hygiene procedures * Manual Handling   **Guest speaker** | **Computer skills for work**  Productivity tools   * Internet and email * Digital footprint * Social Media Policy | **Reading & writing for meaning**   * Workshop position descriptions * Language of job applications * Writing covering letters for specific positions | **Personal Tax**   * Establish a system for storing receipts * Understand how to prepare a tax return   **MS Excel cont.** |
| Week 3 | **Conflict management and self-care**   * Effective relationships at work * Conflict resolution * Stress management strategies * Healthy living: dietics * Work life balance   **Guest speakers: dietician and laughter yoga** | **Computer skills for work**  Productivity tools   * Word processing * Presentation software | **Resume writing**   * Resume contents & layout * Developing a resume to reflect industry requirements * Making your resume standout | **Superannuation**   * Compare super funds * Work through a super statement * Learn to keep track of your super.   **MS Excel cont.** |

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| Week 4 | **Follow basic hygiene procedures**   * Hand hygiene demonstration and workshop * Uniform policies * Personal hygiene * Online materials to reinforce the session.   **Guest speaker** | **Computer skills for work**  Productivity tools   * + Word processing   + Presentation software | **Job Applications**   * Applying for a position in the Health Sector * Position descriptions within the industry * Addressing Key Criteria * Adapting a resume to reflect industry specific criteria | **Debt Management**   * Compare debt products * Learn to manage credit cards * Find out what to do if debt becomes a problem.   **Insurance**   * Investigate car, home and content insurance * Learn how to choose the right type of insurance and level of cover.   **Guest speaker** |
| Week 5 | **Work experience at CGHS** | **Work experience at CGHS** | **Getting ready for my** interview   * Presentation * Behaviour * Communication * Finalise resume | **Mock Interviews and presentation preparation** |
| Week 6 | Debrief Interviews & reflections on site visits  **Smart Study Skills** - Online | Careers in the health sector and further study options.  RTO presentations  **Guest Speakers** | Pathways planning and next steps  Careers advice / Career voyage  **Guest speakers - Skills and Jobs centres** | **Celebration & Presentation@ CGHS** |
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