

Job Search Preparation for Migrants

This series of workshops has been tailored to the specific needs of migrants who feel ready to go for a job but don't yet feel confident enough to present themselves in the best possible way. The course, which runs over four weeks, covers everything you need to know about finding jobs in New Zealand.

Start: Monday, 12 October 2015
Time: Monday, 9:00am to 2:30pm and Wednesday, 9:00 am to 12:30pm
Total hours: 30 hours of coaching in a small group; maximum number of participants: 10
Place: Historic Village, 17 Avenue West, Tauranga. Exact venue to be advised .
Cost: \$50. Fee includes printed course materials and morning tea at each session. Please bring your own lunch on Mondays.

Eligibility: Participants must hold a valid work visa or above, e.g. New Zealand permanent residency. A minimum English language ability at intermediate level is required, i.e. this course is not suitable for beginners or speakers of elementary level English due to course content.

Registration: Registration in person at Multicultural Tauranga is essential. Please see Centre Coordinator Janet Smith at 4 Main Street, Historic Village, and bring registration form plus proof of work visa, e.g. passport to be photocopied..
Phone: (07) 571 6419, e-mail: enquiries@trmc.co.nz

The workshops are facilitated by Carol Andersen and guest presenters with specific expertise from relevant organisations. Spaces are limited, so preference will be given to migrants actively seeking work at this time. A detailed certificate will be presented to those participants attending at least 80% of the workshops.

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Course Content

The right attitude

Paperwork

The New Zealand business environment

Employers' perspective + case study

Employers' risk aversion / Applicants' "over-qualification"

Know your industry

Industry groups

Transferable skills and how to formulate a skills statement

Building a selling CV

Writing a cover letter

Various methods of job searching

The "science" of networking

Your job search strategy

Case studies

Applying for jobs

Talking to employers

Interview skills: What to take with you; personal presentation

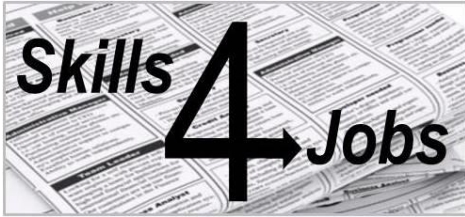
Interview questions including practice role plays

New Zealand employment law

Starting your new job

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Registration Form

Job Search Preparation for Migrants

Name:

Address:

Phone:

E-mail:

Country of origin:

Visa status:

Length of time in NZ:

Previous occupation:

Signature:

Date:

Please attach a brief explanation (approximately 200 words) about what you hope to get from these workshops..

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