



EMPLOYABILITY SKILLS

bestchance
training

TOID 3695

HAS COVID-19 EFFECTED YOUR EMPLOYMENT?

Come to a FREE Employability and Digital Literacy Workshop!

bestchance Training has 28 years experience delivering training in Victoria and to support the community during these challenging times, we are offering this 3-day workshop at zero cost!

WORKSHOP DATES:

9:30am - 2:00pm
1st - 3rd December, 2020

LOCATION:

bestchance Training
49 Mainview Blvd
Truganina VIC 3029

THE WORKSHOP COVERS:

- ▶ Resume Writing
- ▶ Interview Techniques
- ▶ Communication and Team Work
- ▶ Motivation and Resilience
- ▶ Transferable Skills
- ▶ The hidden job market
- ▶ Digital literacy in the workplace
- ▶ Use of online software platforms and Microsoft applications such as Email, Word, Excel and Powerpoint

**LIMITED PLACES AVAILABLE!
BOOK BY CALLING 1300 224 644**

"When I look at my resume now, I can see how many mistakes I've done. The workshop gave us so many important tips about an effective resume [and] how we can face an interview confidently."

"The workshop was interactive and knowledgeable! It gave me a boost, hope and confidence that I can apply for jobs."

"I have no words to say how grateful I am to bestchance for conducting workshops like this."