

Course Registrar  
Break Thru  
Training Solutions  
PO Box 219  
BLACKTOWN NSW 2148

Please reserve me a place on the  
training program:

**Finding a Job, Keeping a Job**

Telephone: (02) 8884 3066  
Facsimile: (02) 8884 3008  
Email: [training@breakthru.org.au](mailto:training@breakthru.org.au)

**Cancellation Terms & Conditions Apply**

Name:

Company Name:

Company Address:

Suburb:

State: Postcode:

Phone: ( )

Fax: ( )

Email:

Course Dates:

Course Venue:

**Please complete and return this form with payment. Places are not confirmed until payment is received and acknowledged by us.**

The completed Registration Form is a Tax Invoice and should be copied for taxation purposes. If you wish to keep the original for your records, you can send the copy to BTTS with your payment.



Break Thru Training Solutions  
(NSW) present all EDGE  
courses on behalf of EDGE  
Employment Solutions (WA).

**Break Thru Training Solutions**

PO Box 219

Blacktown NSW 2148

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ABN 18 097 919 607

Presented by:



## Finding a Job, Keeping a Job

*This practical training course  
will equip employment services  
staff with the knowledge and  
skills to match, secure and  
maintain suitable employment  
outcomes for people with  
disabilities.*

# Finding a Job, Keeping a Job

## TRAINING CONTENT:

### DAY 1

#### *Finding a Job*

- ◆ Assessing jobseekers and matching suitable jobs
- ◆ Marketing job seekers to employers
- ◆ Selling your agency's service to employers
- ◆ Securing jobs

### DAY 2

#### *Keeping a Job*

- ◆ Establishing partnerships
- ◆ Analysing jobs
- ◆ Integrating workers
- ◆ Instructing workers
- ◆ Maintaining & sustaining jobs
- ◆ Sustaining jobs

*“Finding a Job, Keeping a Job” will provide participants with a wide range of practical skills to locate, secure and maintain quality jobs for people with disabilities and other barriers to employment.*

*All “Finding a Job, Keeping a Job” facilitators are experienced practitioners and managers of disability employment services.*

## LEARNING OUTCOMES:

At the end of this training participants will be able to:

- ◆ Understand the assessment domains and how to collect necessary information to match suitable jobs to job seekers' skills, abilities and interests
- ◆ Promote individual job seekers and your agency to employers in a professional and enticing way that 'sells and not tells'
- ◆ Sell the unique benefits and advantages of your agency and people with disabilities as valued employees
- ◆ Overcome employer concerns and successfully manage the job seeker interview process
- ◆ Establish an ongoing partnership between the employee, the employer, the support network and your agency
- ◆ Identify, record and implement OH&S practices to ensure employees work safely
- ◆ Apply powerful coaching and feedback methods to bring the employee to quality and productivity standards in minimum time
- ◆ Harness and train co-workers to enhance natural supports in the workplace
- ◆ Consolidate employee motivation, independence and tenure through effective and efficient maintenance strategies
- ◆ Understand the importance of evidence collection within the process of assisting clients in finding and keeping jobs.

## COURSE PARTICIPANTS COMMENTS:

- ◆ *“Inspiring—the best training session I have attended!”*
- ◆ *“Very, very informative and totally relevant”.*
- ◆ *“Thanks. Really enjoyable and practical.”*
- ◆ *“I will take a lot of new and valuable ideas back to my service”.*
- ◆ *“Great presenter—excellent use of industry experience”.*
- ◆ *“Gave me new and challenging ideas –I will look at the way I do things differently!”*

### Course Times:

FAJKAJ runs over 2 consecutive days from 9 am—5 pm.



See [www.breakthru.org.au](http://www.breakthru.org.au) for course dates or phone to discuss an internal course facilitated on dates that suit your organization.

### Fee:

**\$550 (plus GST) per person**

*Includes full catering, “Finding a Job, Keeping a Job” training manual and course manual.*

*All course participants will receive a Statement of Attendance*