Employment Allrounder

Job Planner

Communication Skills | Digital Skills | Customer Service* | Personal Presentation* | Resume Building*



EMPLOYER'S REVIEW

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This course bundle prepares job-seekers for employment by teaching the basic skills required to operate effectively across a variety of roles. Classes are scheduled to run in campus over 8 days.

- Apply basic communication skills in the workplace, including identifying, gathering and conveying information in both verbal and written formats.
- Start up and use a range of basic functions like working with apps, files and folders on digital devices.
- Understand the importance of customer service and presentation standards including ongoing monitoring in the workplace to ensure that standards are being met in accordance with organisation policies and procedures.
- Write a professional resume that will get an employer's attention by identifying the correct information to include and how to address the selection criteria.

Course program

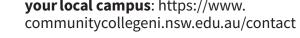
NATIONALLY RECOGNISED

BSBCMM211 Apply communication skills **BSBTEC101** Operate digital devices

This program also includes the non-accredited training: *Customer Service (1-day workshop with guest speaker and options to practise service scenarios through role play) *Personal Presentation (1-day workshop with guest speaker and options to develop personal presentation style) *Resume Building (1-day workshop with tips on what to include in a resume and how to address selection criteria)

when:	Visit the website for class dates
Where:	Barraba Campus, Bingara Campus, Gunnedah Campus, Warialda Campus
Cost:	Call for pricing and funding eligibility This training is subsidised by the NSW Government
RTO:	Community College Northern Inland Inc. (CCNI) RTO 90027
Contact:	Visit the website to contact your local campus: https://www.

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communitycollegeni.nsw.edu.au

If you want the job, first plan ahead to develop the interpersonal, customer service and digital skills employers want. Next, learn to present yourself with 5-star style and a resume that will get you noticed!