

Ready for Work North Burnett Program

Points to Consider.

- Download Position Descriptions for different Careers.
- How to Write Resumes.
- Health and Safety Issues.
- How to Present to Apply at Interview For Specific Roles.
- Do Mock Interviews.
- Budgeting skills to be able to buy appropriate clothing to attend interview.

**Mundubbera Community
Development Association Inc**

69 Stuart Russell Street,

Mundubbera Q 4626

Telephone: 07 41 65 4690

Fax: 07 41 653143

Email: cdo@mcda.com.au

Seeking Participants between the ages of 15 to 25 years



The program will be delivered in Eidsvold, Mundubbera and Gayndah,

However people from other areas are welcome to participate.

There are no enrolment fees, however participants are responsible for any consumables such as, A4 note pad, pen and water bottle. If you are between the ages of 15 to 25 and wish to increase your opportunities to secure employment. This program may be your pathway to achieving your goal.

TIME 9:00AM— 2:00PM

DATE: MONDAY 21ST NOVEMBER
2016 TO FRIDAY, 9TH OF DECEMBER,
2016.

Venue: **Regional Council Library
Gayndah.**

Please Contact MCDA INC to Participate.



**Meeting the Needs of
the Community.**

The Ready for Work North Burnett project has been funded by the Queensland Department of Education and Training and is focused at encouraging young people between the ages of 15 to 25 years to learn new skills to increase their confidence, raise self esteem and prepare them for the process of securing employment.