

# Skills for Success: Communication & Interview Skills



## INTERVIEW WITH CONFIDENCE!

Boost your confidence at interviews and learn effective communication skills for any job. Discover how to make a great impression, handle tough questions and communicate with confidence.

Our aim is for you to finish the course feeling self-assured, ready to ace interviews and move your career ahead.

## COURSE OUTCOMES

You will learn skills in:

- Participating in and contributing to workplace teams, such as providing information, communicating instructions and messages, and participating in team meetings.
- Interacting effectively with others in the workplace.
- Interview types, tips and how to answer those tricky questions using various interview techniques.

## COURSE STRUCTURE AND ASSESSMENT

This program has been developed from a nationally accredited training package unit. The accredited unit details are:

CODE	NAME
FSKOCM006	Use oral communication skills to participate in workplace teams.
FSKOCM007	Interact effectively with others at work.

## COURSE FEES

**This course is free of charge for Your Caring Way clients engaged with the program.**

For further information, please speak to your Vocational Support Planner or call 1300 585 636.

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Your Caring Way is an initiative of Carers Queensland in partnership with Carers Tasmania and Carers South Australia.



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## COURSE DELIVERY SCHEDULE

The course will be delivered on the following dates:

### February 2024

- Tuesday 27th February  
10.00 am – 1.00 pm

### March 2024

- Friday 22nd March  
10.00 am – 1.00 pm

### April 2024

- Tuesday 30th April  
10.00 am – 1.00 pm

### May 2024

- Friday 31st May  
10.00 am – 1.00 pm

### June 2024

- Tuesday 25th June  
10.00 am – 1.00 pm

**NB: Course delivery is via online Zoom Session.**

## DELIVERY METHODOLOGY

Online learning and assessment completed with support from your trainer during Zoom session.

- 3-hour session delivered online.
- Assessment is a combination of practical tasks, short answers and questions with multiple-choice answers.

## FIND OUT MORE

We want to inspire positive change by connecting people to real opportunities.

**Connect with us today:**



1300 585 636



info@yourcaringway.com.au



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