LOOKNOW TRAINING

JOB SMART
Balancing Family and Work

This course has been developed specifically to assist Workforce Australia customers with managing the changes that occur when transitioning into work from parenting.

COURSE OVERVIEW

1. BALANCING FAMILY WORKSHOP

Session 1: Transition from parent to worker

- o Preparation Survey and Tips

Session 2: Finding Balance

- o Life Balance Wheel

Session 3: Taking Control of my Life

- o Taking Control
- o Planning for Change
- o Making a plan

2. FSKOCM007 INTERACT EFFECTIVELY WITH OTHERS AT WORK

Get prepared for the workforce! This unit covers topics such as listening skills, communicating appropriately, passing on accurate information, suitable body language, expression of opinions and respecting others.

Completion can help individuals increase their employability, develop their career prospects, and ultimately achieve greater success in the workplace.

COMPLETION CERTIFICATES

Upon completion, you'll receive:

- o Certificate of Completion – Balancing Family Workshop
- o Statement of Attainment – FSKOCM007 Interact effectively with others at work

WHY COMPLETE THIS COURSE?

- Get the confidence to start planning for the future.
- Learn skills to balance work and life.
- Start work on the right foot!



SCAN TO ENROL
Or contact us on (07) 5334 9922 with any questions.

DURATION: 1 day workshop

LOCATION: Beenleigh / Browns Plains / Woodridge / Rockhampton / Gladstone

COST PER PERSON:
$690 ($345 for Certificate of Completion of Balancing Family Workshop only).

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