



Women's Support Service workshop overview

Paterson Street (North) & Clare Street (South)

Facilitators: Stephanie (North) & Prarthana (South)

Week 1: 'Let's Talk'

Introduction to communication skills and assertiveness

- Exploring different communication styles, including verbal and nonverbal communication. Forms of communication within different work settings
- Exploring key themes: empowerment, belonging and togetherness. Along with the role of women in society and employment
- Understanding and applying assertiveness in all areas including work, relationships, public settings

Week 2: 'Me-time'

Self-care, self-esteem, and self-confidence

- Exploring different forms of self-care, highlighting the importance of mental, physical, emotional, and spiritual health & social engagement
- Benefits of prioritising self-care in relation to enhancing self-esteem and confidence
- Learning to maintain healthy relationships within relationships and the workplace
- Maintaining self-care in workplace settings – practical tools that contribute to wellness practices

Week 3: 'Let's Work'

Introduction to employment (Mas National facilitation)

- Understanding basic recruitment process across different industries
- Developing general cover letter & resume writing skills
- Learning to address selection criteria
- Developing interview communication skills and understanding different forms of questioning based on the industry of interest
- Understanding Australian work culture
- Linking participants with resources for job search & building profiles: LinkedIn & job seek applications (Seek, Indeed, Jora)



Week 4: 'Let's solve'

Conflict resolution

- Understanding and exploring emotions, the importance of expressing emotions and developing a sense of self expression. Looking into 'fear & anger'
- Learning self-regulation skills during triggering circumstances, as well as developing resilience
- Understanding relationship dynamics – positive and negative
- Boundary setting & revisiting assertiveness skills
- Problem solving skills

Week 5: 'Let's Plan'

Budgeting and financial literacy (Mas National facilitation)

- Understanding basic terminology around Australian income & process
- Australian work rights & revisiting Australian work culture
- Exploring options to maintain economic security
- Developing budgeting skills & terminology

Week 6, Final: 'Where to from here?'

Employment pathways

- Become familiar with different work options, pathways and job seeking practices
- Revisiting empowerment & self confidence
- Developing confidence into taking the 'next step' of job-seeking & community engagement (social, volunteering etc)
- Developing rapport building, strong communication skills and a general motivation
- *Attendance of motivational guest speaker, certification, and morning/afternoon tea*