



# STEP INTO WORK



Step Into Work is a program specially designed for women who want to find meaningful paid work - whether you are seeking employment for the first time, or wish to return to the workforce.

The sessions are led by Step into Work Inc. volunteers with expertise in human resources/recruitment, coaching, planning and stress management.

The program covers practical areas including:

- Matching values, skills and interests to types of work
- Searching and applying for jobs
- Preparing resumes and cover letters/emails
- Communication skills and interview techniques

It also focuses on building life skills and confidence needed when entering or returning to paid employment:

- Managing the family and work life balance
- Relaxation and stress management
- Developing personal networks and using them effectively

## DETAILS

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- 5 weekly sessions in small, supportive groups
- Sessions start at 9:30 am and run for 2.5 hours
- Cost – free
- Childcare available

## WHERE

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Lakemba School  
Community Centre

in the grounds of  
Lakemba Public School,  
Alice St Lakemba

## WHEN

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25 February – 25 March

(5 weeks program)

Thursdays 9.30 am -12.00 pm

## HOW TO ENROL

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Bookings essential:

Call Wendi on 9759 4061

**LAKEMBA**  
School as Community Centre