



# AUU EMPLOYMENT SERVICE FREE TRAINING & WORKSHOPS

## MARCH TRAINING AND WORKSHOP SCHEDULE

Topic	Date & Time	Location
Cover Letter & Resume Writing	23 March, 10am - 11am	UBC Cafe, Union House – first floor
Fairwork Act Changes and You	23 March, 11am - noon	UBC Cafe, Union House – first floor
Introduction to Volunteering	23 March, noon -1pm	UBC Cafe, Union House – first floor
Interview Techniques	23 March, 1pm - 2pm	UBC Cafe, Union House – first floor
Introduction to Customer Service	24 March, 11am - noon	UBC Cafe, Union House – first floor
Cover Letter & Resume Writing	24 March, noon - 1pm	UBC Cafe, Union House – first floor
Introduction to Volunteering	24 March, 1pm - 2pm	UBC Cafe, Union House – first floor

**Cover Letter and Resume Writing** - Applying for Casual and Part Time work needs a different approach to your applications for full-time and graduate roles. In this session you will be shown how to set up your cover letter and resume.

**FairWork Act Changes and You** - Understanding your work rights is important but it can be difficult to find the information you need. This session will be covering topics such as minimum wage, minimum shift hours, who to speak to if you have complaints and general information on working conditions you can expect as an employee in Australia.

**Introduction to Volunteering** – Session will be coordinated by Volunteering SA to discuss with students some key benefits of volunteering, how to get started in volunteering and presentation of some great positions perfect for students.

**Interview Technique** - A workshop to present different techniques to help you prepare for interviews. The better prepared you are for interviews the better your chances of getting that job.

**Introduction to Customer Service** - Retail/ hospitality and many other areas of work requires good customer service. But what is good customer service and how can you bring better customer service into your work skills? Learn the basics of customer service including telephone manner and complaint management.

**Basic Cash Handling** – Never really worked with cash handling before? Come along and give it ago. We run through some tricks of the trade to make cashing up easier, counting faster and getting you more comfortable with it all.

### TO BOOK

Please email [auu.employment@adelaide.edu.au](mailto:auu.employment@adelaide.edu.au) to register your interest.  
There are limited places per session.