

'Passport to Work'

Phase One – Foundation Training Period

	MODULES	DESCRIPTION
DAY 1	The Three Principals	Introduction and guidance through PTW three core principles for achieving sustainable employment. Based on the 'DO - BE - HAVE' model
	The Working Code	Breakdown and brainstorm on the conditions and criteria needed to work with others and what traits we will need to consider in maintaining collaboration and positive high functioning relationships
	Comfort Zone	Introduction and discussion around the 'Comfort Zone - Learning Zone Principal' Model and creating flexibility around entering a learning or unknown space
DAY 2	Emotional Compass	Introduction and breakdown of the T,F,A,R Model and how to identify and have greater control with our future behaviours and choices
	The Two Futures	Education on the establishing of behaviours and responses that will either positively or negatively impact our future and what these futures will look like when we are guided by positive or negative responses
	The Four Stages of Competency	Guidance through the '4 Stages of Competency' Principal Model to consolidate precious teaching related to conscious and unconscious learning
DAY 3	The Perception Model	Introduction and breakdown of NLP's 'Meta Model' to help understand the limits of guiding our future choices through our perception of past experiences
	The Present to Desired State Map	Guided exercises for the creation and implementation of individual action plan to understanding and actioning pathways towards individual goals and aspirations
	The Employment Timeline	Education of the necessary steps and individual actions needed to be taken to actively engage with potential opportunities and achieve one's goals

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DAY 4	Professional Presentation Fundamentals	Introduction and education of various professional presentation techniques including 'question/answering' models to help with scripting basic communication
	Communication with professionals	Learning to communicate with professionals and potential new networks to better improve opportunities
	Understanding your professional network	Learning to understand your current professional networks and how they can support your future pathways and plans
DAY 5	Professional Documentation Basics	General education on understanding your professional documentation including common misconceptions, tips and standard requirements
	Reviewing and Editing Correspondence	Target 1:1 Workshop - Reviewing current professional documents and their effectiveness. Providing assistance to edit and improve professional documents to have a high impact
	Keeping Track of your Documents	Targeted 1:1 Workshop - Improving your personal administration and record keeping of one's professional and personal documents
DAY 6	Understanding Values	Education of the essential human values, how they affect personal choices and beliefs, and impact a person's direction
	Understanding Others	Understanding why people behave and correspond in different ways, and learn to be more understanding of their choices and preferences
	Building Rapport with Strangers	Utilise the previous learning to connect and build rapport with potential opportunities and networks
DAY 7	Understanding your Motivators	Learn what motivates you to excel, your personal and professional strengths, and your connection to the community through understanding your personal passions and mission
	Outline your Future Pathway	Understand the steps towards achieving your goals and create a long-term outline for enabling success
	Define your First Steps	Define your first steps to take action on, and execute your future plan and move forward towards your goals with more determination
DAY 8	Consolidation - State	Consolidation of all teachings, exercises, models, and learnings to help you in the management of your state during the process of moving towards your goals
	Consolidation - Action Plan	Consolidation of all teachings, exercises, models, and learnings and the specific creation and execution of an individual action plan to move you towards your goals
	Consolidation - Resources	Consolidation of all teachings, exercises, models, specific to the creation and implementation of professional tools & resources - moving you towards your goals

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DAY 9	12-week Preparation - Ready to Engage	Targeted 1:1 Workshop for 12-weeks Preparation - Specific to our presentation, professionalism and ethics whilst engaging with potential networks and professionals.
	12-week Preparation - Ready to Receive	Targeted 1:1 12-week Preparation - Specific to the setting up and preparing for potential professional and new networks to respond to, and engage, with JUNO.
	12 week Preparation - Understanding Expectations	Targeted 1:1 Workshop to prepare for the journey ahead and the expectations of working with, and being guided by, a Business Professional.

Phase Two – Mock Interview Workshops

Our Interactive, employer lead Mock Interview Workshops will provide our PTW participants with the opportunity to gain invaluable interview experience. Participants will engage with our Interviewers in either a 'Face-to-Face' or via the Video Conferencing Platform of Zoom (or similar). The workshops aid us in getting jobseekers ready for the 'real thing'. HR specialists

and Business Professionals, from some of Australia's well known organisations, join forces and donate their time to help our participants in learning how to jump the interview hurdle. Some aspects of successful job search can be learnt in the training room. However, the only way to improve at interviews is to have interviews.

Phase Three – Corporate Mentoring

Participants will engage with our Business Mentors via either 'Face to Face' meetings or via the Video Conferencing Platform of Zoom (or similar). Our Juno facilitators resource and train our mentors with cutting edge frameworks and processes so that everyone has the best chance for success. In this time our mentors operate

in high functioning pods, drawing on their collective intelligence, knowledge, and team strategizing to guide, support and challenge our participants for their coaching journey ahead.

