



HELPING WOMEN TO FIND MEANINGFUL PAID 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

This program is open to women who are able to:

- Understand, read, write and communicate in English without help
- Attend the whole program of 5 sessions

WHERE: Punchbowl Public School, Cnr of Rossmore Avenue & Canterbury Rd, Punchbowl, 2196

WHEN: Mondays: 11th August – 8 September 2025 (5 weeks program) 9.30 am to 12 noon

CHILD CARE: provided (free)

HOW TO ENROL: Contact Asenati Penia Faatafa-Mareko asenati.mareko@det.nsw.edu.au
tel. 02 9750 5055

For more information about the program please go to: stepintowork.net