



Are you trying to enter the workforce?  
Do you need to polish up your skills?

## Returning to Work Program

Invest in your Career Now!  
Join a group of like minded women in a fun and non-threatening environment

### Reward Program

#### Reward No. 1

Sign up within 2 weeks and receive a \$50 IGA voucher

#### Reward No. 2

Course work submitted on time and class attendance 100% at midway through course gift valued at \$25!

#### Reward No. 3

Course work up to date and 100% attendance – bonus hair cut and make up session on Day 10 of training!

Bookings | Enquiries:  
dani@fordtraining.com.au  
0428 265 086

**PROGRAM INCLUDES**  
Cert II In Business - 10 Day Program

Verbal Communication Skills | Importance of Body Language | Networking  
Day One

Administration Fundamentals – Part 1  
Day Two

Microsoft Word – Foundation  
Day Three & Four

Written Communication Skills  
Day Five

Microsoft Excel - Foundation  
Day Six and Seven

Administration Fundamentals – Part 2  
Day Eight

Microsoft Outlook – Foundation  
Day Nine

Interview Techniques and Personal Image  
Day Ten

**Nationally Accredited Training**

**100% Government Funded!**  
(eligibility criteria applies – see back of flyer)



**ALL ASSIGNMENTS  
WILL BE  
COMPLETED  
DURING TRAINING  
SESSIONS!**

**ford**  
training  
PROFILING & TRAINING EXPERTS

# Ford Training Pty Ltd

Ford Training Pty Ltd is one of the most dynamic training companies in Melbourne. Our team will work closely with you to ensure your success!

We combine progressive concepts in both course content and delivery enabling participants to take an active part in their 'learning' experience. To further motivate participants we incorporate group exercises, business games and competitions - making the course a challenging and enjoyable learning experience!

If I am interested, what would be the next step?

First, are you eligible for funding?



**Congratulations you are ELIGIBLE!**  
You can participate in the Cert II Nationally Accredited – Returning to Work Program.  
**ENROL NOW** to ensure you receive **REWARD NO. 1!**



## Eligibility Criteria

To be eligible you must:

- Be a permanent Victorian resident
- You must not hold a qualification at the level you are applying for or above in any field
- You can be employed or unemployed



Sorry you are not eligible for this Cert II course but there are several other funded courses available up to and including Advanced Diploma level. Call Ford Training for further information.

I would like to enrol in this program!

Name	
Address	
DOB	
Contact No	
Highest Qualification	
Permanent Resident?	
Employed / Unemployed	



## Our next course commences in July

Course Commencement: August 2011  
 Location: City Based  
 No. of Sessions: 10 x 1 day sessions  
 Course Times: 9.30 – 3.00 pm

**LIMITED POSITIONS – BOOK NOW!**

### Session Dates

Date	Topic Covered
9 August 2011	Administration Fundamentals – Part One
16 August 2011	Microsoft Word Fundamentals - Part One
17 August 2011	Microsoft Word Fundamentals – Part Two
23 August 2011	Verbal Communications/ Networking / Importance of Body Language
30 August 2011	Written Communication Skills
31 August 2011	Microsoft Outlook Fundamentals
6 September 2011	Administration Fundamentals – Part Two
13 September 2011	Microsoft Excel Fundamentals – Part One
14 September 2011	Microsoft Excel Fundamentals – Part Two
20 September 2011	Interview Techniques and Personal Image



**Early Bird Parking**  
Wilson Parking - Queen Street



**Train Stations**  
Flagstaff & Melbourne Central Stations



**BOOK NOW**  
Call Dani on 0428 265 086 and receive your \$50 IGA voucher!

