

Pre-Traineeship Course

We are looking for the next wave
of emerging office professionals!



**Course location:
My Gateway's
office in
Campbelltown**

WHAT YOU WILL LEARN

- Working effectively with others.
- Supporting personal wellbeing in the workplace.
- Engaging with customers.
- Delivering a service to customers.

This course aims to prepare you for a full-time office-based traineeship. Note that participation in this course does not guarantee employment in a traineeship.

DATES

The course runs across a two week period, 10am to 2.30pm.

Week one - Monday 11 to Thursday 14 March
Week two - Monday 18 to Thursday 21 March

Participants cannot be enrolled in school. Contact our Project Coordinator, Emma Taylor, on 0435 952 794 or via emma.taylor@mygateway.org.au to express your interest.