

# HOBAN

PATHWAYS TO EMPLOYMENT

# TRAINING & EMPLOYMENT PROGRAM



[HOBAN.COM.AU](http://HOBAN.COM.AU)

## About the Pathways Program

HOBAN introduced our Pathways to Employment Program to enable real job opportunities to be offered to marginalised members of the local community. The program operates across a variety of mediums including group activities, individual 1:1 sessions and online learning. This ensures participants are able to learn effectively whilst exposing them to the variety they will experience in the workplace.

HOBAN's Pathways Program was set up to provide priority personnel, in particular young people and long term unemployed people with the necessary skills to enhance their employability and success within an on-hire environment or when interviewing for permanent positions.

**The program has been specifically designed by HOBAN to generate genuine employment opportunities for members of the community who would otherwise find it difficult to access them, whilst HOBAN supports program attendees by equipping them with the necessary skills required for a successful future.**

**Community employment providers refer candidates to take part in our Pathways Program. The structured, interactive, supportive group program which commences with up to one week of tailored training which HOBAN has designed across a number of topics including:**

### INTRODUCTION

- Meeting and introductions
- Outline of the program
- Aims and goals

### WORKPLACE PRIORITIES

- Background to HOBAN Recruitment
- Success factors when working for an employment agency
- What is important to employers
- Communication and behaviour in the workplace

### EEO & SAFETY TRAINING

- Equal employment opportunity, bullying and harassment training
- Workplace Safety training
  - On hire employees
  - Sector specific modules, e.g warehousing, office safety

### PERSONAL SKILLS TRAINING

- Building my self-confidence: what I have got to offer!
- Applying for jobs
- Interview tips and skills
- Interview STAR format
- Success behaviours, presentation, attendance
- Verbal and non-verbal communication skills
- Understanding your personal motivation and how to describe it to a potential employer
- SMART Goals

### REGISTRATION

- 1:1 interview with a HOBAN consultant
- 1:1 coaching and feedback session; building self confidence
- Complete job specific assessments – skills and aptitude
- 1:1 discussion of assessment results and job suitability
- Registration and on-boarding documents

### Participant Support

Each participant receives a personal workbook with handouts for the training modules. Slides and online delivery mediums are utilized; supportive group discussion encourages feedback and interaction from group attendees.

Each attendee undertakes a formal registration and induction with HOBAN. Interviews with the participant's HOBAN coach ensure we bring out the best in each attendee, by building their self confidence and support them to understand their skills and abilities which are transferrable to a new employer.

### Pre-employment Inductions

Depending on location and client availability, where possible HOBAN will organize a tour of a client facility, showing examples of the roles, skills and organisational requirements so that program attendees understand the site requirements clearly prior to assignment.

### Post Placement Support

Each participant is assigned a HOBAN coach who checks in with them at the end of their first day to gather their feedback. A program of visits and calls throughout week one ensures strong support to successful employment transition. This is further facilitated via weekly check in contacts.