

**Life Skills Development Programme**

**Client Selection List: Employment Focus**

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| **Intervention** | **Contents** |
| Communication | * Vocabulary relating to employment * Communication styles (Written and oral) * Understanding when to use each style |
| Literacy and Numeracy | * As it relates to employment |
| Digital literacy | * As it relates to employment |
| CV and Cover Letters | * How to do. Assist client to develop or update CV as required |
| Interview skills | * Presentation * Interviewers styles * Interview skills |
| IRD information | * IRD support options * Understanding tax and personal options |
| Employment law basics | * Understand employment contracts * What to expect from employers * Understand their rights |
| Training pathways to employment | * Help client understand and explore options and develop and action plan |
| Budgeting | * Financial literacy basics and how to manage your earnings |