

The ASSET Group

The group was established in 2001 by some members of Epuni Baptist Church who were earnestly looking for fulfilling work. They decided to meet together on a regular basis to encourage each other in achieving their common goal.

ASSET stands for people 'Actively Seeking Satisfying Employment Together' - for by working together, each achieves more.

The ASSET Group has conducted ASSET courses for over 160 people in the Greater Wellington area.

The Team

The present ASSET team are:

Richard Stevens – Course facilitator - has experience as a polytechnic tutor and as a staff training officer of a major New Zealand bank. He currently works as a Mortgage Broker.

Dayanthi Nugawela – Job Mentor – is an Accountant with several years experience

in the private sector. She is now the volunteer co-ordinator for a non-profit organisation. She is also involved in community work.

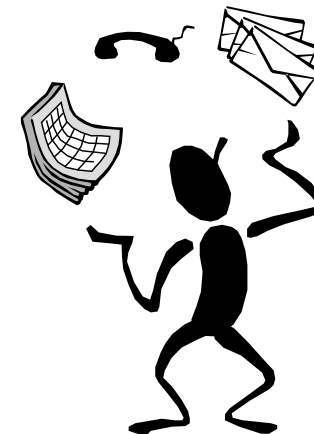
Roie Davenport – Job Mentor and C V Writer – Has previous experience in Human Resources and Management positions. She has interpersonal and communication skills. She is also involved in community work.

**Course details are outlined in the inside of this brochure.
For registration or further information phone 569 3324.**

Are you a New Immigrant to New Zealand and looking for a job?

Join a Free Job Skills Course for New Immigrants

The ASSET Group



Equipping Talented People to Obtain Satisfying Employment

Supported by the Ministry of Social Development.

Aim of the Course

To provide the skills, assistance and encouragement necessary for new immigrants who are actively seeking employment to find satisfying work in New Zealand.

The course will include the provision of information and advice, interactive group discussions and individual assistance.

“This course helped me so much, especially by encouraging me to apply for jobs, to be prepared for interviews, and how to write covering letters.”

Previous Course Participant 1.

Topics Covered

- Identifying your skills and finding the right job
- How and where to find the ideal job
- CV writing and presentation
- Making applications for jobs
- Attending interviews
- Dealing with barriers to employment

Outcomes

- CVs and applications that meet the requirements of New Zealand employers
- Greater confidence in approaching potential employers and attending interviews
- Greater awareness of employment opportunities

- Better opportunities to obtain employment
- Further networks for support and assistance

When

Group sessions: 1:00 pm – 3:00 pm
7, 9, 14, 16, 21, 23 March.

Additional individual assistance will be arranged with each individual participant.

Where

Te Awakairanga Community Centre
Corner Laings Road & Myrtle Street
Lower Hutt.

How to Register

There is no charge for this course.

Numbers are limited to 20

Register by phoning 569 3324.

Please leave your name, address and telephone number and we will send you a registration form.

Do not miss this opportunity.

Some transport is available from Lower Hutt.

“ This course was helpful by having worked as a team, discussing target goals, building trust among participants and mostly when collecting information to be put in the CV and what an employer wants.”

Previous Course Participant 2.

ASSET Group



Come and join a free job skills course

for new migrants in March 2006

The full course is four hours a week for three weeks. Additional individual assistance and a job mentoring service is available if required.

**Te Awakairanga
Community Resource
Centre,
Corner Laings Road and
Myrtle Street,
Lower Hutt.**

**1:00pm – 3:00pm
Commencing Tuesday 7
March
Then 9, 14, 16, 21, 23 March**

**Join us, to find out how the
ASSET Group in
partnership with the**

**Ministry of Social
Development may help you
find a job just right for you.**

**Topics include – CV writing and
presentation, the interview
process, how and where to find
the ideal job.**

Ring 569 3324 to register.

**This is a free service for those new
migrants actively seeking a job.**