

# INVITATION

Personal and Career Development Program  
Clermont Queensland

# LEAP WRQ

Leading Effective Action Program  
for Women in Regional Queensland  
**Accelerate** Your Potential

## You are invited to participate in this exciting personal and professional development opportunity!

The program is limited to 20 participants to enable an individualised focus.

And the **GOOD NEWS** is ...  
there is **NO FEE** to participate in this program.

**First Workshop | Clermont | 8 November 2022**  
**8:45am – 1:15pm**

Lunch is provided and is an opportunity to mix and mingle.

### Purpose

LEAP WRQ is focussed on personal skills development and confidence building for women. It's a dedicated opportunity to focus on YOU!

Whether you're looking for a career boost, or re-entering the workforce, starting or wanting to boost your business, this Program is designed to provide participants with key resources, support and encouragement to develop their Personal Development Toolkit including

- Personal Strengths Profile
- Career / Personal Action Plan
- 'Elevator' Pitch
- Engaging for Success - Interview Confidence and Presentation Skills
- Polishing your Résumé
- And a guest panel showcasing varied career paths and opportunities

The Program is relevant whether in paid employment and/or volunteering.

### Structure and Content – what are you committing to?

#### LEAP WRQ structure

- Workshop: on-site Clermont 8 November includes resources, Panel Discussion, Lunch (8.45am – 1.15pm)
- 3 x virtual personal development sessions - group - 2 hour sessions [November 2022 – February 2023]
- 2 x individual personal coaching sessions – virtual - 1 hour sessions [November 2022 – February 2023]
- Celebration event – Clermont [March – April 2023]

The virtual (online) group sessions provide further development opportunities to complement the workshop and extend the learning. The individual tailored coaching sessions provide further support and assist with your progress. You should also plan for some personal time to follow up on the activities undertaken at the workshop to further identify personal opportunities. In addition you will have access to a suite of personal development resources and career information.

Participants need to commit to being available for the complete program.

### To REGISTER or find out more

To register please complete the Expression of Interest below - email to [leap@careerforceaustralia.com.au](mailto:leap@careerforceaustralia.com.au) or contact the Project Managers - Maree and Pamela - details below. **Registrations due 2 November 2022.**



Project Managers  
Maree Franetovich M: 0409 894 131  
Dr Pamela Greef M: 0417 765 582  
E: [leap@careerforceaustralia.com.au](mailto:leap@careerforceaustralia.com.au)  
Bowen | Clermont | Biloela



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LEAP WRQ is funded by the Commonwealth Department of Industry, Science, Energy and Resources under a National Careers Institute Partnership Grant – Career Opportunities and Pathways for Women.

# EXPRESSION of INTEREST CLERMONT



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## INVITATION TO SUBMIT an EXPRESSION OF INTEREST

LEAP WRQ works through place-based activities in **Bowen, Clermont, and Biloela**, showcasing local opportunities and creating positive confidence-building experiences for women who don't always see themselves with required skills. Through guided 'career advice' sessions, we incrementally build confidence and skills (in person and virtual engagement). These sessions recognise that confidence to 'have a go', or see oneself 'in the picture' is often the greatest hurdle and certainly a critical turning point. LEAP WRQ features include:

Career Accelerate Connect Events | Collaborative learning | Alumni network  
Career Personal Development Toolkit | Dedicated individual coaching

### DETAILS:

Family name:	Given name:
Home address:	
Town/Suburb:	Postcode:
Telephone No:	Mobile:
Email address:	
<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Other please specify <input type="checkbox"/> I prefer not to say

### EMPLOYMENT STATUS

<input type="checkbox"/> Currently employed	<input type="checkbox"/> Volunteer / would like to volunteer
<input type="checkbox"/> Employed - wanting to advance / gain a promotion	<input type="checkbox"/> Volunteer and interested in office bearer
<input type="checkbox"/> Employed - wanting to change job/industry	<input type="checkbox"/> Would like to start a business
<input type="checkbox"/> Looking for first job	<input type="checkbox"/> In business and looking at options
<input type="checkbox"/> Want to re-enter the workforce	<input type="checkbox"/> Other – please specify _____

### EDUCATION: Please indicate the highest level of education completed

<input type="checkbox"/> Current Secondary student grade _____	<input type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Completed Secondary studies to grade _____	<input type="checkbox"/> Postgraduate Degree or above
<input type="checkbox"/> Apprenticeship / Traineeship	<input type="checkbox"/> Other – please specify _____
<input type="checkbox"/> TAFE qualification – Certificate III or above	

### GOALS: What do you want to work towards through your involvement in LEAP WRQ

<input type="checkbox"/> Change of job/industry	<input type="checkbox"/> Promotion	<input type="checkbox"/> First job	<input type="checkbox"/> Re-enter workforce	<input type="checkbox"/> Business start up
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Comments:

**There is no participation fee to join this program (excludes any personal expenses e.g. travel & accommodation).**

### DECLARATION

I declare that the information provided is to the best of my understanding and knowledge, complete and correct.

**Applicant Signature:**

**Date:**

**TO SUBMIT YOUR EXPRESSION OF INTEREST please scan and email to [leap@careerforceaustralia.com.au](mailto:leap@careerforceaustralia.com.au) or you can post it to LEAP WRQ, CareerForce Australia, PO Box 552, Sarina Q 4737**

**Privacy policy:** We collect your Personal Information for the primary purpose of providing our services to you and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

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