

## ***Strategies to participate effectively*** in an Australian workplace

**Strategies** are plans to make something work better.

**Example:** A strategy for getting the house clean is to perhaps plan which rooms you will clean, and in which order, and having buckets, sprays and cloths ready.

**Example:** A strategy for cooking your favourite meal could be making sure you have all the ingredients you need.

*Strategies for working effectively might include:*

- Improving your pronunciation
- working on interview skills
- Learning how to write a good resume
- Volunteering
- Doing an internship or placement in a work situation
- Accessing knowledge (have you ever been to the State Library?)
- Getting training in computers and IT

What could be strategies for the following?

### **Example 1**

**Skill:** computer training

**Strategy:** join the library / go to computer training (free) / book weekly computer so you can practise

### **Example 2**

**Skill:** Volunteering

**Strategy:** Charity stores are always looking for volunteers / approach them and find out

**Skill:** Working on interview skills

**Strategy:** \_\_\_\_\_

**Skill:** improving your pronunciation or speaking

**Strategy:** \_\_\_\_\_

**Skill:** Writing a good resume

**Strategy:** \_\_\_\_\_