

THE DIGITAL JOBS PROGRAM

Round 11 Welcome Session

30 October 2024



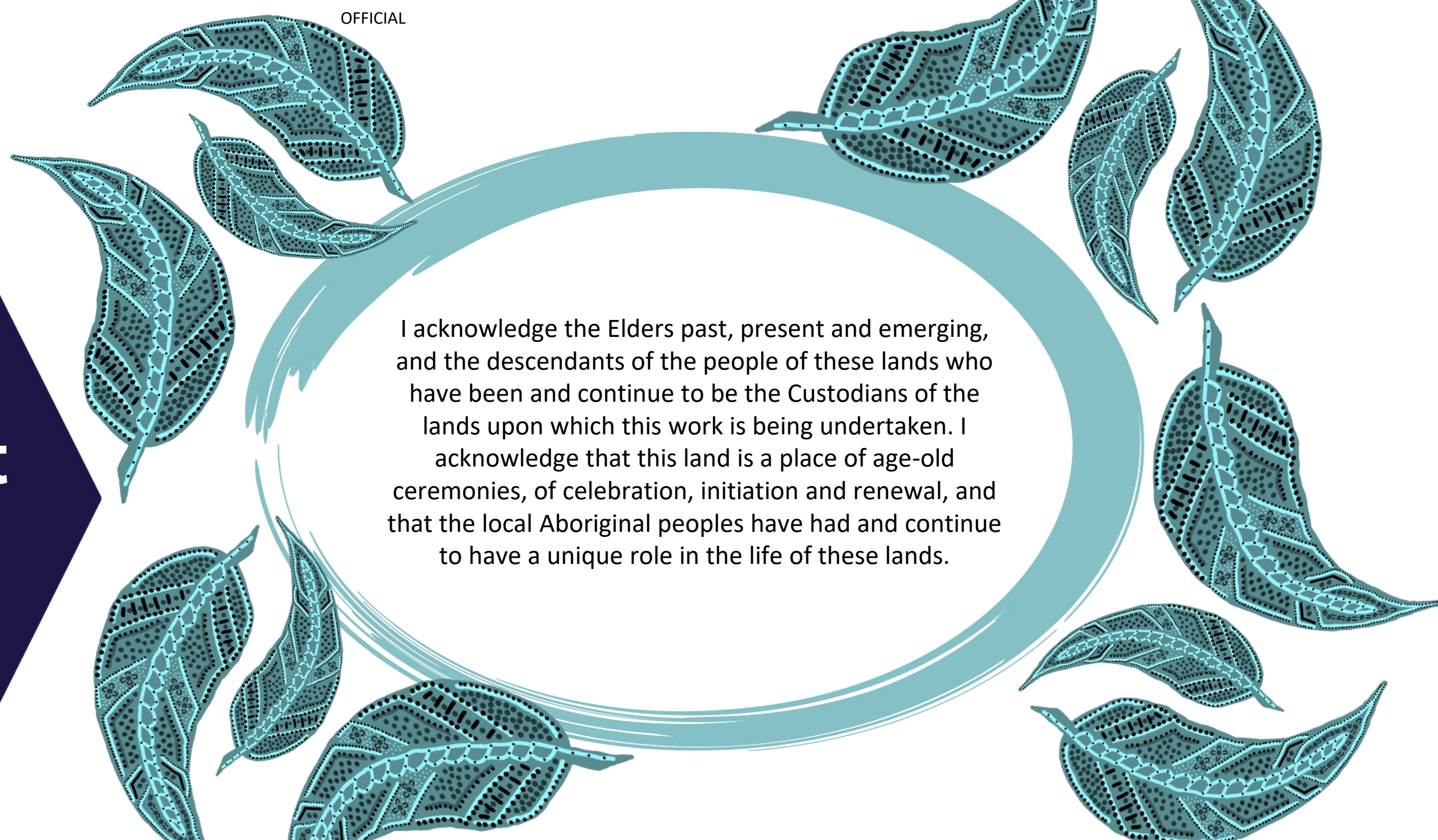
Jobs, Skills,
Industry
and Regions



Acknowledgement of Country

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I acknowledge the Elders past, present and emerging,
and the descendants of the people of these lands who
have been and continue to be the Custodians of the
lands upon which this work is being undertaken. I
acknowledge that this land is a place of age-old
ceremonies, of celebration, initiation and renewal, and
that the local Aboriginal peoples have had and continue
to have a unique role in the life of these lands.



Agenda

- **Overview of the Digital Jobs program**
- **Your Digital Jobs toolkit**
- **Introduction to Hellomonday**
- **Key timelines**
- **Q&A**

Introduction

- This session is being recorded
- Ask questions through the Q&A box (not the chat box)
- Post-session, Hellomonday will send a follow-up email with the presentation, a recording of the session, FAQs and link to access Hellomonday's JobAccelerator portal



Elise Coughlin
Director, Talent Initiatives



Sue Lawson
DJP Project Lead, Hellomonday



Fiona Cowl
Lead Coach, Hellomonday

Congratulations



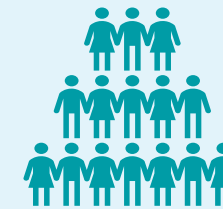
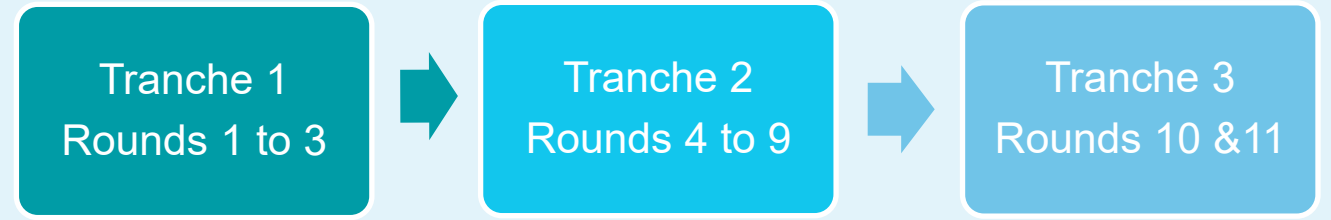
Only the top 15% of applicants are offered a place on the Digital Jobs program

Welcome to Round Eleven

150+ participants

- Data Analytics
- Digital Marketing
- IT Operations Support
- Programming/Software Development
- User Experience/User Interface
- Web Development

The Digital Jobs program commenced in July 2021



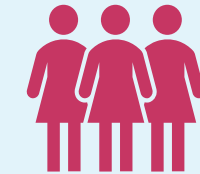
33,700+
applications
received



5,500+
total participants



rounds
underway



61% female
participation in
Rounds 10 & 11



YOUR DIGITAL CAREER TOOLKIT

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Round 11 Participants receive:

- 12 weeks of free training from leading institutions
- 3 x 45-minute career coaching sessions
- Webinars on resume building, developing your LinkedIn profile, and mastering interviews
- Access to a library of employability resources to help you on your career journey
- Opportunities to apply for 12-week work placements (minimum wage)

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Program partners

Getting started



(Formerly Hudson)

- Program application
- Assessment & selection
- Training provider enrolments
- Employability webinars
- Access to 3 career coaching sessions
- Access to the Hellomonday JobAccelerator portal

Training providers

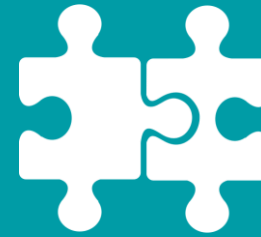


- Training conducted by leaders in industry
- Access to Learning Management System (LMS) and range of other services
- Induction welcome session
- Platform to communicate with other participants and network

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Introducing **hellomonday**

(Formerly Hudson)



Hellomonday delivers assessment, selection, training support and career coaching



We are here to help



Recommend

- Save a copy of the Participant Guide
- Save a copy of the Course Handbook
- Add our email address to your address book: digitaljobs@hellomonday.co

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Career transition resources



The Hellomonday JobAccelerator portal



Career Coach



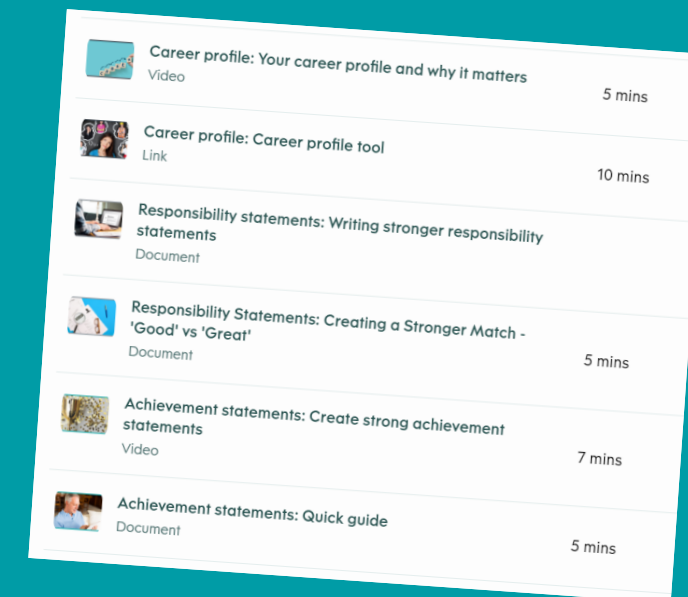
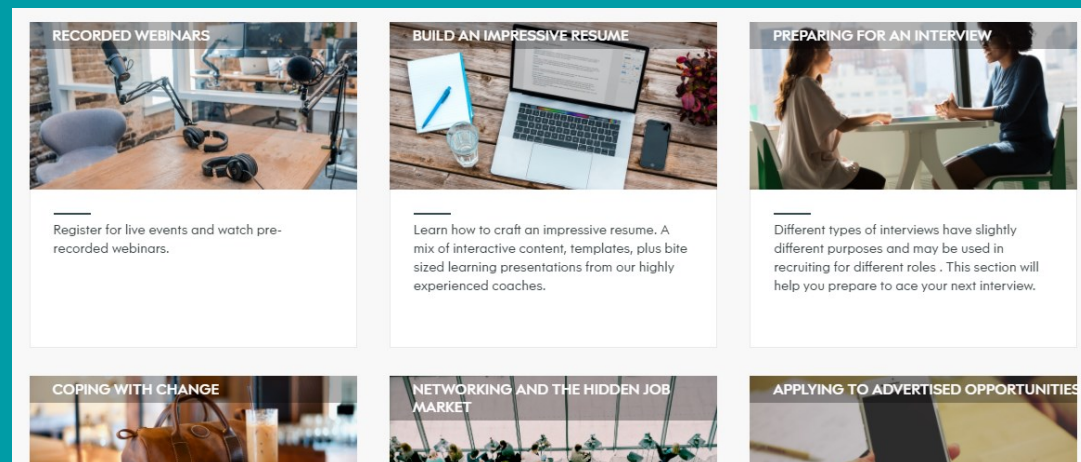
Employability
Webinars



Templates



Tools



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Your career coach



CAREER COACHING SESSIONS 3 x 45 MINUTES EACH

| 1 st Session - Week 1-3 | 2 nd Session - Week 5-8 | 3 rd Session - Post-training* |
|--|--|---|
| Program overview and support provided by the career coach | Discuss course progression, study and assessments | Post-training check in |
| Introduction to resources including the JobAccelerator portal and employability webinars | Support with identifying transferable skills within new digital path | Career planning and setting up for success – LinkedIn, networking, resourcing, role options |
| Complete interest in placement questionnaire | Resume support | Resume review if needed |

This is a unique opportunity to talk to an expert about your career goals and get the most out of this program.

**Note you must pass your training course to be able to book and complete your 3rd career coaching session*



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Employability Webinars



Employability Webinars

Participants will have access to a series of **9** employability webinars to help get you job-ready. There will be 3 live webinars along with 6 additional employability webinars made available on Hellomonday’s JobAccelerator portal.

| LIVE SESSIONS | |
|---------------------------------------|-------------------------------|
| 1. Building an impressive resume | Thursday 21 November at 12pm |
| 2. Creating a strong LinkedIn profile | Wednesday 11 December at 12pm |
| 3. Mastering the art of interviews | Wednesday 5 February at 12pm |

| AVAILABLE ON JOBACCELERATOR PORTAL |
|--|
| 4. Identifying transferrable skills |
| 5. Networking for success |
| 6. Job applications & selection criteria |
| 7. Optimising your LinkedIn profile |
| 8. Job search strategies |
| 9. Self-insights and career planning |

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Back to learning

Top 5 study tips

1. Create a positive study environment

Ensure a comfortable and distraction-free environment. Pay attention to ergonomics, lighting, and temperature to enhance focus.

2. Set boundaries and create accountability

Online learners often juggle studies with other commitments. Establish uninterrupted study time by clearly communicating boundaries with family and friends. Close your browser tabs and inbox, put your phone on silent and make sure you focus on one thing at a time. Commit to your course publicly by posting about it on your LinkedIn profile and talking about it to your family and friends. This is proven to increase the chance you will do it.

3. Communicate, communicate, communicate

In the online learning environment, clear and friendly written communication is crucial to avoid misunderstandings. Prioritise effective communication with classmates and mentors and collaborate to gain insights and stay motivated.

4. Plan ahead with a schedule

Upon enrolment, note due dates and webinars in a calendar to manage commitments. Consider using a wall or desk calendar for visual reminders. Create a weekly schedule to allocate study times and prioritize tasks. Make sure to plan how you will use your time and to prioritise your tasks.

5. Fix schedule productivity

Break down your study sessions into manageable chunks, allocating specific times for tasks like reading and note-taking. Plan how you'll use your time and prioritize tasks for efficient study sessions. When creating your schedule, divide your time into manageable chunks.

Timeline overview

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Participant Guide

Provides an overview of the program offerings, guidelines, policies and procedures

To make the most of the Digital Jobs program, please familiarise yourself with the Participant Guide

Tips:

- Be organised
- Check your inbox (and junk/spam folder) regularly for any emails from Hellomondays, the program, or your training provider. Read these emails and respond to all requests.
- Come prepared to each of your coaching sessions with questions and ideas to discuss
- Attend the employability webinars or make sure you watch the recordings
- Engage with your peers in the program and start networking
- Take the initiative, be confident, and use the program resources to find your next career opportunity

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Participant communications



FORTNIGHTLY EMAIL UPDATES

The Digital Jobs program team will be sending fortnightly updates that will provide you with key dates and important information for the weeks ahead.

Please keep an eye out for these emails from digitaljobsprogram@ecodev.vic.gov.au and read through the content thoroughly.

WE VALUE YOUR FEEDBACK

The program team will also be sending out surveys in Week 6 and Week 12. This is your opportunity to provide feedback on the program, your training provider and experience.

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Post-training support & services

Participants who successfully pass their training course will have

- Access to a library of employability resources to help you on your career journey
- Access to a third career coaching session
- Access to the Digital Jobs Talent Community hub – to apply for 12-week work placements (minimum wage) advertised exclusively for program participants

Please note work placements are not guaranteed through the program.

You must successfully pass your training course to be able to access the post-training support and services. You will learn more about the second phase of the program in February 2025.

Q&A

Have a question?
Please drop it in the Q&A box now

Contact details

Please add these emails to your address book and check your junk/spam folder regularly.

Hellomonday

digitaljobs@hellomonday.co or 1300 172 949

Digital Jobs program

digitaljobsprogram@ecodev.vic.gov.au

Next steps

Key takeaways from today's session

Read the participant guide

For program information, key dates and details

Read the follow-up email from Hellomonday

With presentation, recording, FAQs and link to JobAccelerator

Get organised – training commences Monday 11 Nov

Allocate time to study and review any pre-reading for your course

Census - Friday 15 Nov, 2025

Book your first coaching session & register to attend the employability webinars