

## Catalogues

### A Day in the Life Series

### Budda-Jitja

### OH&S / Compliance

### WfD Work Experience OH&S Activity

### Careers

Accounting  
Customer Service  
Finance – Banking Insurance  
Hospitality  
Retail  
International Computer Drivers Licence

### Office Skills

Administration  
Internet  
Microsoft Office

### Job Skills

Understand Verbal Instructions  
Speaking Effectively  
Empathy  
Persuasiveness  
Assertiveness  
Information Sharing  
Networking  
Customer Focus  
Team Work  
Accepting Diversity  
Motivating Others  
Solving Problems  
Using Numbers  
Reasoning with Numbers  
Initiative  
Self-Sufficiency  
Business Acumen  
Creates Sales  
Creativity & Innovation  
Goal Setting  
Planning  
Managing Work  
Managing Others  
Responsibility  
Approach to Work  
Self-Confidence  
Coping with pressure  
Integrity  
Handling Feedback  
Determination  
Self- Development  
Flexibility  
Safety & Compliance  
Computer Literacy

### Staff Training Only