


Tuesdays 9.30 am – 3.00pm	Job Search Workshop for Migrants and Refugees		<ul style="list-style-type: none"> ▪ The NZ employment culture and labour market ▪ Kiwi job search skills and finding employment ▪ Kiwi-style CV and interview skills ▪ Follow-up individualised employment planning and support
24 th October, Saturday 9.30 am – 4.00 pm	Accounting Workshop		<ul style="list-style-type: none"> ▪ The NZ Employer perspective on accounting skills ▪ Recruitment and interview process
24 th & 31 st October; 2.30 pm – 6.00 pm 28 th November, 5 th December; 12 th & 19 th December; 16 th & 23 rd January 1.00 pm – 4.30 pm	Successful Test Taking Skills for IELTS (Four blocks of two workshops; \$140.00 per block)		<ul style="list-style-type: none"> ▪ All level ▪ Academic & General IELTS for Immigration ▪ Nurses ▪ Doctors ▪ Teachers ▪ Each block covers speaking & listening; reading & writing skills
31 st October, Saturday 10.00 am – 12.00 pm	Making New Zealand Your Home (Women Only)		<ul style="list-style-type: none"> ▪ What are the most important things to you as a woman living in the new country ▪ What are your rights? What can you do with your relationships?
2 nd – 30 th November, every Monday 6.00 pm – 8.00pm	Mastering Kiwi Pronunciation (5 weeks course; \$195.00/ person)		<ul style="list-style-type: none"> ▪ Produce New Zealand English speech sounds ▪ Develop easily understood English ▪ Adopt the rhythm of New Zealand English ▪ Use New Zealand body language, courtesy conventions and more ▪ Manage interviews and important phone calls
7 th November, Saturday 9.30 am – 12.30pm	Tenancy and Renting in New Zealand		<ul style="list-style-type: none"> ▪ What are your rights and obligations as a landlord and tenant? What is the tenancy agreement? ▪ Who is responsible for maintenance? ▪ Where do I go to get help?
14 th November, Saturday 9.00 am – 4.00 pm	Home Ownership Workshop		Understand the buying process to buying a family home. Find out about the different home loan options. Learn negotiation strategies & tactics for the NZ market
20 th November, Friday 10.00 am- 2.30 pm	HR Seminar		<ul style="list-style-type: none"> ▪ New Zealand Human Resources overview ▪ Human Resources interview tips ▪ New Zealand employment legislation ▪ Human Resources Institute of NZ
21 st November, Saturday 9.30 am – 4.00 pm	The Treaty of Waitangi		Learn more about the Treaty of Waitangi. Develop an understanding about your relationship as a new settler to Maori as the first peoples of New Zealand
21 st November, Saturday 9.00 am – 12.30 pm	Marae Visit (\$30/person)		Introduction to Maori history, life and culture REGISTRATION ESSENTIAL!
28 th November 2009, Thursday 3.30 – 5.00 pm	Sail On! Auckland - new youth and our maritime heritage <i>Criteria apply</i>		Explore and learn about Auckland's maritime heritage if you are 12 - 25 years old; have been in NZ for less than 2 years, and never sailed in Auckland before.

<p>5th December 2009, Saturday 9.00 am – 4.00 pm</p>	<p>Orientation Bus Tour (\$5/person) <i>Criteria apply</i></p>		<p>This is an opportunity for new migrants to tour the four cities in the Auckland region – Auckland City, Manukau City, Waitakere City and North Shore City to see where you can work live and play.</p>
<p>7th & 14th December, Monday 6.00 pm – 8.00pm</p>	<p>Business Writing Skills Development (2 course; \$45.00/person)</p>		<p>Internal workplace communication can promote or undermine your profile in your office.</p> <p>Give yourself an early holiday gift with a short, sharp class in:</p> <ul style="list-style-type: none"> ▪ Email communication ▪ Memos
<p>8th December, Tuesday 5.30 pm – 6.30 pm</p>	<p>IRD Workshop – Employers' Tax and KiwiSaver</p>		<ul style="list-style-type: none"> ▪ Are you a new employer? Do you understand the different tax codes, obligations, PAYE due dates, KiwiSaver, other tax deduction, do tax return, Ir-File options and KiwiSaver Employer Contributions? ▪ Learn about the new “Tools for Business” – Inland Revenue’s new online help.
<p>12th December, Saturday 10.00 am – 12.00 pm</p>	<p>Making New Zealand Your Home</p>		<ul style="list-style-type: none"> ▪ What are the most important things to you living in the new country? What are your rights? ▪ What can you do with your relationships?

All workshops free unless otherwise stated. To register or for more information, please call 625 2240 or email reception@arms-mrc.org.nz