

how much does it cost?

The cost to complete all aspects of XLR8R Corporate is \$395.00 (inc GST) per person.

The course cost includes a travel allowance, and we also provide a light lunch when training is for a full day.

Note: If you are in receipt of a benefit from Work and Income, you may be eligible to apply for financial assistance through Course Participation Allowance to cover the cost of attending any of our XLR8R courses.

Course pre-requisites

To successfully complete this training course and have a realistic chance of being employed in the Corporate Customer Service sector you should already have the following:

- A true desire to work in this industry
- Good basic literacy and numeracy
- A good command of the English language
- Basic computer skills
- The ability to pass a Department of Justice Criminal Conviction check
- A positive attitude and willingness to learn

how do I enrol to do a course?

Just give us a call on:

freefone 0508 727 744

and we will DO THE REST!

Alternately you can have a chat to your Work and Income Case Manager.

IT'S AS EASY AS THAT!

contact information

Sapphire Consultants Ltd

Physical address:

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Wellington

Postal address:

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Get skilled for the Job **FAST**
with

XLR8R

Pre-Employment Training

High Impact and High Quality
Short Courses
to help prepare you for jobs in

CORPORATE
CUSTOMER SERVICE



freefone 0508 727744

what is XLR8R training?

XLR8R (accelerator) training is an innovative new approach that assists you to achieve industry skills and qualifications FASTER, enabling you to be more quickly prepared for employment in a particular field.

XLR8R is a "complete" industry-training package that not only provides technical skills and qualifications, but will also show you how to "market" these skills to Employers in your specific industry.

Right now, you could spend weeks or even months, gathering the various qualifications and training you need. You would often have to enrol with a range of different training providers, travel to numerous venues and of course, invest a lot of money..... **OR**

You could attend one of our XLR8R programmes where all of the qualified and experienced Trainers are brought together under one roof, to provide you with what you need faster and more efficiently. All training topics are completed over a short period of time and most are delivered from the same venue for your convenience.

Course durations range from 4 to 6 days.

NOW THAT'S FAST!

what types of jobs could I get?

This training course has been designed to target entry-level jobs in businesses such as:

- Call Centre
- Reception
- Office Administration
- Government Departments
- Front Line Customer Service

Although employment can't be guaranteed, we will help you to develop some of the key skills and knowledge required to secure employment in this industry.

when and where?

Most of our training programmes are run from our Training Centre in Petone.

However, from time to time, we also offer courses at various locations in the Wellington Region. These are delivered "on demand".

Once your Registration of Interest Enrolment has been received by us, and payment of course fees has been organised we will provide you with details of your course date and venue.

what training do I receive?

XLR8R Corporate

Course duration: 4 days

Course Content includes:

- Corporate Customer Service Standards
- Office Safety and Ergonomics
- Corporate Presentation
- Workplace Communication Skills
- Corporate Recruitment Processes
 - CV preparation and cover letters
 - Job Applications
 - Dealing with Agencies
 - Acceptance Testing
 - Phone Interviews
 - One on one interviewing
 - Panel interviewing

