

What's on

December 2020

The Gordon Skills and Jobs Centre is a free careers service for job seekers in the Geelong and Wyndham regions. The centre provides information and advice about training and employment opportunities to assist individuals to make informed career choices.

Resume Workshop

A great workshop for those who are wanting to learn to craft an effective resume, cover letter and responses to key selection criteria.

Tuesday

10am-11.30am

8 December

Zooming into Careers

A relaxed online session with a Careers Advisor who will introduce you to our services and explain some of the features of Zoom, the video app used for our workshops and many online job interviews. Please book in advance as you will be emailed a link and instructions ahead of the session. You will need a smart phone or computer with webcam.

Friday

10am-11.30am

4 December

Interview Skills Workshop

This workshop is a chance to learn about the different types of interviews and what interviewers are looking for.

Tuesday

10am-11.30am

15 December

Interview Practice Workshop

A follow up workshop to further explore the strategies from the Interview Skills Workshop. It provides a chance to interact with others and practice framing responses to common interview questions. It is highly recommended that participants complete the Interview Skills Workshop first.

Tuesday

10am-11.30am

16 December

Creating a LinkedIn Profile

LinkedIn is the world's largest professional networking site. In this introductory workshop, learn more about LinkedIn and how to build a profile that has impact.

Monday

10am-11:30am

7 December

Online Applications

Find out how to interpret job advertisements, and complete an online job application.

Tuesday

10am-11.30am

1 December

Questions? P (03) 5225 0700 E skillscentre@gordontafe.edu.au W skillscentrageelong.org.au

Bookings are essential for all workshops, panels, programs and appointments.

All workshops will be delivered via Zoom. You will be sent a link after registration.

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Key Selection Criteria Workshop

Writing Key Selection Criteria can be difficult and time consuming. Get a head start and learn how to write effective responses in your job application.

Wednesday

10am-11.30am

9 December

One-On-One Appointments

We offer individual careers advisory appointments via phone or Zoom where we provide: career planning, development and career change decisions; job search support and interview coaching; training and re-skilling advice.

Monday - Friday

9am-5pm

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