

# What's on

## Geelong & Wyndham

### May - June 2021

**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 and cover letter.

##### Geelong

##### Tuesday

10am-12pm

4 May

1 June

##### Werribee

##### Thursday

10am-12pm

20 May

##### Friday

10am-12pm

18 June

#### Careers Chat

A relaxed and informal session to chat with a Careers Advisor who will introduce you to our services and explain the type of support we can provide. You can also learn about additional support services that may be available to you in the Geelong region. A great way to get your career conversation started.

##### Friday

10am-11.30am

14 May

11 June

#### Interview Skills Workshop

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

##### Tuesday

10am-12pm

11 May

##### Thursday

10am-12pm

20 May

##### Tuesday

10am-12pm

8 June

##### Wednesday

10am-12pm

23 June

#### 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 practise framing responses to common interview questions. It is highly recommended that participants complete the Interview Skills Workshop first.

##### Wednesday

10am-12.00pm

12 May

9 June

#### 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

17 May

##### Friday

10am-11:30am

25 June

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| <b>Online Applications</b><br>Find out how to interpret job advertisements, and complete an online job application.   | <b>Tuesday</b><br>10am-12pm<br>25 May<br><b>Tuesday</b><br>10am-11.30am<br>15 June |
| <b>Key Selection Criteria Workshop</b><br>Writing a Key Selection Criteria can be difficult and time consuming. Get a head start and learn how to write effective responses in your job application.  | <b>Wednesday</b><br>10am-12pm<br>26 May<br>30 June                                 |
| <b>Transferable Skills Workshop</b><br>This workshop will assist you to identify your transferable skills to enable you to explore your career direction, build a resume, complete a job application and participate in a selection process for a career.                   | <b>Thursday</b><br>10am-11.30am<br>27 May<br>24 June                               |
| <b>Workshop +45</b><br>Develop your self-marketing skills, focussing on communicating skills and achievements in your resume and during job interviews.   | <b>Tuesday</b><br>10am-12pm<br>18 May<br><b>Tuesday</b><br>10am-11.30am<br>15 June |
| <b>Workwise Women</b><br>Targeted program to assist women facing career and employment challenges to establish strategies for success, create career/work goals and action plans once a week for 5 weeks.   | <b>TBA</b><br>Term 3   |
| <b>One-On-One Appointments</b><br>We offer individual careers advisory appointments via face to face, phone or zoom where we provide: career planning, development and career change decisions, job search support and interview coaching, training and re-skilling advice. | <b>Monday - Friday</b><br>9am-5pm  |

Workshops will be delivered face-to-face at The Gordon Geelong City campus, The Gordon Werribee campus or online via Zoom. Please check Career Hub for workshop location details when you register to attend.

**Questions?** P (03) 5225 0700 E [skillscentre@gordontafe.edu.au](mailto:skillscentre@gordontafe.edu.au) W [skillscentregeelong.org.au](http://skillscentregeelong.org.au)  
Bookings are essential for all workshops, panels, programs and appointments.