

What's on

Geelong & Wyndham

April 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.

Tuesday

10am-11.30am

6 April

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

16 April

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

13 April

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

14 April

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

19 April

Online Applications

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

Tuesday

10am-11.30am

27 April

Key Selection Criteria Workshop

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.

Wednesday

10am-12.00pm

21 April

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Transferable Skills Workshop

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.

Thursday

10am-11.30am

29 April

Workshop +45

Develop your self-marketing skills, focussing on communicating skills and achievements in your resume and during job interviews.

Tuesday

10am-11.30am

Not available in April
recommencing in May

Workwise Women

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 4 weeks.

Thursday

10am-11.30am

29 April

One-On-One Appointments

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.

Monday - Friday

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 W skillscentregeelong.org.au

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