

2019 Workshop Timetable

Career Voyage

This computer based program uses an interactive questionnaire to ask you about your occupational interests. The program will then produce an interest profile before moving onto a second questionnaire around job factors. The final report will provide suggestions for jobs which you can research further. Previous clients have found the program helpful for creating awareness about their likes and dislikes which has helped them in their self discovery and next steps for career planning. 1 - 1.5 hour session. Report available on conclusion of the session. Bring a USB to save your report.

Workshops held at:

Room M030 GOTAFE Campus
Fryers St Shepparton

Date	Time
Tuesday 7 May	1 - 3pm
Friday 10 May	9 - 11am
Tuesday 14 May	1 - 3pm
Tuesday 21 May	1 - 3pm
Tuesday 28 May	1 - 3pm
Tuesday 4 June	1 - 3pm
Friday 7 June	9 - 11am
Tuesday 11 June	1 - 3pm
Tuesday 18 June	1 - 3pm
Friday 21 June	9 - 11am
Tuesday 25 June	1 - 3pm
Friday 28 June	9 - 11am

Resumés

Learn about how recruitment has changed over time and what to be aware of when creating your resume for modern recruitment practices. Learn the basics about what sections can be included in a resume and how to develop achievement statements to impress employers. Time is provided during the session for you to put into practice what you have learnt by creating or improving your resume. 2-3 hour session. Bring a USB to work on your resume and save provided documents. Basic computer skills and knowledge of Microsoft Word required.

Workshops held at:

Room M030 GOTAFE Campus
Fryers St Shepparton

Date	Time
Friday 3 May	9am - Noon
Tuesday 7 May	4 - 7pm
Friday 17 May	9am - Noon
Tuesday 21 May	4 - 7pm
Friday 31 May	9am - Noon
Friday 14 June	9am - Noon
Tuesday 18 June	4 - 7pm
Tuesday 25 June	4 - 7pm

Bookings

To book please contact our GOTAFE Skills & Jobs Centre on 1800 754 555.