

Fortnightly Workshops Timetable

Experience our FREE weekly career-transition and job-ready workshops that are delivered Face to Face. To register for a workshop please use Eventbrite. Search Chisholm SJC in Eventbrite to find the workshops.

<https://www.eventbrite.com.au/o/chisholm-skills-and-jobs-centre-10635251254>

The following workshops are delivered fortnightly at the Chisholm Skills and Jobs Centre

Resume Writing

Monday 10:00am - 11:30am

This practical workshop teaches you how to build a resume and use appropriate language to promote your skills and achievements.

The following workshops are delivered onsite/offsite as a group session only

**If you have a group of 15+ candidates and you would like Chisholm Skills and Jobs Centre to deliver these workshops please make contact to organise this booking.*

Introduction to Australian Employment

This workshop will assist people with culturally and linguistically diverse backgrounds in understanding the requirements of the Australian Employment Market and what you will need to start your Job Search.

Networking (LinkedIn)

This workshop shows you how to build a powerful LinkedIn profile. You will learn what makes you unique and how to market your professional brand.

First 90 Days

Starting a new Job? This workshop will cover the first 90 days of new employment. Covering topics like what to bring, how to build relationships, and other essentials to prepare you for your First Day.

How to do a Job Search / Cover Letter

This workshop will support you to explore your skills, interests and values. You will build a career-transition plan and learn how to create a Cover Letter to apply for future roles.

Interview Skills

This workshop teaches you the skills needed to prepare for an interview and answer difficult questions.

Career Exploration

This workshop explores pathways related to candidates transferrable skills and outlines possible opportunities for candidates starting or changing careers.

Where the Jobs Are

This workshop will introduce you to industries and vocations that are sustainable and experiencing employment growth.

For further support please contact us on (03) 9212 4909 or email us at Skillsandjobs@chisholm.edu.au

311 Lonsdale Street, Ground Floor Shop 2, Dandenong VIC 3175



Build your own unique job-ready program or career-transition program by choosing the many workshop options delivered face to face by the *Chisholm Skills and Jobs Centre Team*.

A job-ready community is an asset for local industry.

Choose a free job ready service or career transition:

- Develop a standout resume with the Resume Writing Workshop
- Improve your interview skills with the Interview Skills Workshop
- Improve your confidence in searching and applying for jobs online in the How to Job Search Workshop
- Find industries with high employability with the Where the Jobs Are Workshop
- Start building a new pathway for your career with the Career Exploration workshop
- Futureproof your next career move by discovering the skills in high demand and the industries poised for significant growth

Contact us



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Chisholm

**SKILLS AND
JOBS
CENTRE**

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