

Weekly Workshops Timetable

Experience our FREE weekly career-transition and job-ready workshops that are delivered Face to Face and Via Zoom. 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>

Interview Skills

Monday 10:00am - 11:30am

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

Resume Writing

Monday 12:00pm - 1:30pm

Friday 10:00am - 11:30am

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

How to Do a Job Search

Tuesday 11:30am - 1:00pm

This workshop will guide you through searching and applying for jobs online with recruitment agencies and organisations.

Where the Jobs Are

Wednesday 10:00am - 11:30am

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

Job Club

Thursday 3:00pm - 4:30pm

The purpose of the Job Club is work alongside staff to increase participants access to employment and vocational opportunities

Networking (LinkedIn)

Friday 1:00pm - 2:00pm

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.

Intensive Interview Training

Thursday 11:30am - 1:30pm

(3rd Thursday of the month)

Got an Interview? Let us help you succeed. We will assist you in your preparation. You will receive mock interviews and receive feedback on your responses to ensure you are confident heading into that interview.

Career Exploration

Tuesday 10:00am - 11:00am

This workshop will support you to explore your skills, interests and values. You will build a career-transition plan to discover the steps to finding a career that fits you.

Career Counselling

Tuesday 2:30pm - 4:30pm

Wednesday 12:30pm - 4:30pm

Thursday 10:00am - 11:30pm & 2:30pm - 4:30pm

Friday 2:30pm - 4:30pm

Whether you are trying to identify the right career for you, thinking of changing your career direction or develop your job seeking skills, our Career Counselling assists the community to achieve their goals.

Job Trainer

Wednesday 11:30am - 12:30pm

(3rd Wednesday of the month - Zoom Only)

JobTrainer will assist eligible Victorians in a wide range of industries identified as having a genuine skills need and employment growth, such as health, construction, agriculture, community services, food processing, financial services, logistics and beauty services.

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 live or over Zoom by the **Chisholm Skills and Jobs Centre Team**.

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

Choose a free job-ready service:

- Job-ready check-in with the option of a free and confidential Employment Readiness Scale Report (ERS)
- Develop a standout resume with the Resume-Writing Workshop
- Improve your interview skills with the Interview Skills Workshop
- Tap into the hidden job market by learning how to network in the Networking Workshop
- Improve your confidence in searching and applying for jobs online in the How to Job Search Workshop
- Maintain your job-search momentum by regularly attending the Job Club for access to job-application advice in a supportive group



The Chisholm Skills and Jobs Centre encourages your free use of the Employment Readiness Scale (ERS)

This career tool assesses your strengths and challenges in finding sustainable employment by identifying the type of help you need.

All jobseekers who access the ERS will receive a free, confidential individual report.



Choose a free career-transition service:

- Build a powerful online presence by creating a LinkedIn profile at the LinkedIn Workshop
- Invest in yourself by participating in a career-exploration workshop facilitated by qualified career counsellors
- Futureproof your next career move by discovering the skills in high demand and the industries poised for significant growth
- Make a free and confidential appointment to explore training options to increase your employability
- Tap into the hidden job market by learning how to network in the Networking Workshop
- Job-ready check-in with the option for a free and confidential Employment Readiness Scale Report (ERS)