



Careers Centre Faculty Workshop Proposal

Workshop Title	MODULE 1: Skills Assessment, Graduate Attributes And The Jobsearch
Duration	1 -2hours
Content Overview	<p>This workshop is the first step in developing Career Management Skills and includes:</p> <ul style="list-style-type: none">• Skills assessment (personal and academic) including awareness of Graduate Attributes, leading to the development of an e-portfolio.• How to conduct a jobsearch including advertised positions, professional networking, direct approaches.• How to approach an employer-professional communication and self marketing skills
Outcomes	<p>Students will:</p> <ul style="list-style-type: none">• Gain a greater awareness of the skills they have been developing throughout their university experience and be able to convert these into appropriate professional terminology in an e-portfolio• Students will develop a written and verbal script to use in marketing themselves• Students will understand the importance of approaching the jobsearch from a number of perspectives including advertised positions, professional networking and direct approaches.
Date	_____
Presenter	_____
Workshop Co-ordinator **from faculty	_____

Workshop Coordinator Role

- Indicate most suitable time and date for workshop
- Provide suitable venue and equipment
- Publicise workshop, using editable templates provided by the Careers Centre
- Record student attendance, using template provided by the Careers Centre