

# Career Services Workshop Offerings



College faculty/staff members are welcome to book a Career Advisor to deliver program targeted workshops on a variety of career development topics. To request a workshop, visit [www.georgebrown.ca/employees/career-services](http://www.georgebrown.ca/employees/career-services) or contact your designated Career Advisor



## **Career Services Overview**

Length: 15 - 20 minutes

Covers all essentials about our services: where we are, what we do, resources, and how we help students to be successful in their career development.



## **Resumes (ATS & Cover Letter Included)**

Length: 50 minutes

Learn about what employers look for in resumes and cover letters, how to create one, and how applicants can effectively market themselves and navigate Applicant Tracking Systems (ATS).



## **Interview Prep**

Length: 50 minutes

Learn about the purpose of the interview, review different types of interview questions, how to effectively answer them, and provides tips and pointers on how to prepare.



## **Job Search Strategies**

Length: 50 minutes

A successful job search involves much more than just viewing the internet and looking at job postings. This workshop offers valuable tips on networking, informational interviews and how to take advantage of labour market research.



## **LinkedIn & Online Presence**

Length: 50 minutes

Understand how to develop your online presence by using LinkedIn to connect you to a broader network of professionals. Learn about the benefits of LinkedIn, creating a profile, effective networking tools and online portfolio resources.



## **Professionalism in the Workplace**

Length: 50 minutes

Learn about workplace etiquette, workplace culture, the importance of maintaining professionalism and how that can help you get ahead in your career.



## **Effective Networking**

Length: 50 minutes

Understand how to grow your career through networking! Learn about networking dos and don'ts, how to create a 30-second elevator pitch, and how to conduct informational interviews.



## **The Future of Work**

Length: 50 minutes

Discover how technological advances impact the nature of work, and the skills and attitudes that will be required to successfully compete and remain employable in a rapidly changing marketplace.