

CAREER SERVICES

WORK-READINESS WORKSHOPS



CV WRITING

Outcomes

Learn what the content of a professional CV should be.
Do's and don'ts of a CV.
Different industries – different content.
What to include in a cover letter/ motivational letter.
Layouts and designs of new-age CVs.



DIGITAL WORLD: PERSONAL BRANDING FOR SUCCESS

Outcomes

Understand social media and the consequences of what you say/ post.
Freedom of speech vs court case and dismissal from work.
Understand that you are a brand and can positively use social media to brand yourself as an expert in your area/field.
How to market and brand yourself.



INTERVIEW SKILLS

Outcomes

What types of interviews can be held for a job interview?
What steps should be followed to prepare for an interview?
Discuss possible questions that might be asked in the interview.
How to dress the part and plan ahead.
What to take with and what to expect in the interview.



LINKEDIN: CREATING A DETAILED PROFESSIONAL PROFILE

Outcomes

Why use LinkedIn at all?
How to set up and create a detailed professional profile where companies can find YOU!



PURPOSEFUL LIVING

Outcomes

Defining purpose.
Breaking down purpose: focus, goals, and objectives.
Doing a self-assessment to determine your resources and skills and those you need.
Identify steps to determine your purpose.
Understand why purpose matters.
How to determine your purpose and live a purposeful life.



NETWORKING AND JOB-HUNTING SKILLS

Outcomes

What is networking, and why should you do it?
Who should be included in your network?
Practical ways to overcome your fear of networking.
Where and how to network?
Old vs new way of job hunting.
Keeping track of your applications and feedback from employers.



PROFESSIONAL CONDUCT

Outcomes

What is 'professionalism', and HOW do we perform when we are professional?
Learn more about the skills and characteristics of a professional person.
Learn more about the building blocks of professionalism.



PRODUCTIVITY SKILLS

Outcomes

Understand the difference between being active and being productive.
Identify practical ways to plan, prioritise, and manage your time.
Understand why multi-tasking causes burnout.
Identify practical ways to keep distractions at bay.
Learning how to organise your learning space / desk for optimal performance.
Understand why healthy living can affect productivity.
Why do we procrastinate?
Why being mindful matter?



POST-COVID WORLD OF WORK

Outcomes

Understand the old and new world of work and why lifelong career planning and management are essential.
Be prepared to successfully match employer expectations in the post-COVID world of work, including skills, job search strategies, and self-management.
Identify the technology and skills needed for a specific industry/ environment and how to match your skills or reskill yourself successfully.
Describe your core skills, competencies, and mindset skills; match them with occupations that fit those criteria.
Consider how to fill skills gaps and make a mind shift regarding the work you are doing or will be doing.

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