



## Career Services Workshop Schedule - Winter 2017

These dates are subject to change. Please consult the Events Calendar in MyCareer for the latest information.

### A. Career Exploration

#### Design your Life

Winter A

*Applying Design Thinking to your career to create a life worth living*

Are you unclear about your career direction? Feeling stuck, confused or overwhelmed just thinking about it? Learn how to apply the step-by-step Design Thinking process to find solutions to the problem of "What's Next?". You will leave this intensive and interactive 2.5-hour session with a clearer sense of where you want to go, and how you can begin taking immediate action to make your dreams a reality. Learn more about Design Thinking at <https://www.fastcompany.com/919258/design-thinking-what>

January 12, 2017	1:00 PM -----> 3:30 PM	Rm 302, Gordon Hall
February 2, 2017	1:00 PM -----> 3:30 PM	Rm 302, Gordon Hall
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#### Skills and Experience That Employers Want

Fall/Winter A.3

*Find out what skills employers are seeking and identify skills you have and need*

Being able to articulate your skills can help you draft your cover letter and resume and can help you prepare for your job interview. Don't think you have any skills? Think again! This hands-on workshop will help you to identify what skills employers are looking for. Then, you'll work on understanding which skills you have and how to prove them. It will also get you thinking about what skills you need for your target work and how you might get them.

January 20, 2017	10:30 AM -----> 11:20 AM	Rm 324, Gordon Hall
January 30, 2017	12:30 PM -----> 1:20 PM	Rm 302, Gordon Hall
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### B. Job Search - Career Fair Prep

#### Engineering and Technology (Winter) Career Fair Prep

Winter B.2.2.1

*Make a great first impression at the Engineering & Technology Winter Career Fair!*

Concerned about making a great first impression at the Engineering and Technology Fall Career Fair on January 25, 2017? This 50-minute session will give you an opportunity to ask all the things you're wondering about. It will also help you learn how to stand out from the crowd and be successful at these high profile events.

January 23, 2017	11:30 AM -----> 12:20 PM	Rm 302, Gordon Hall
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## Engineering and Technology (Winter) Career Fair Prep – for Graduate Students

Winter B.2.2.2

*Make a great first impression at the Engineering & Technology Winter Career Fairs!*

Concerned about making a great first impression as a graduate student at the Engineering and Technology Winter Career Fair on January 25, 2017? This 50-minute session will give you an opportunity to ask all the things you're wondering about. It will also help you learn how to stand out from the crowd and be successful at these high profile events.

January 20, 2017

12:30 PM -----> 1:20 PM

Rm 324, Gordon Hall

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## Summer Opportunities Fair Prep

Winter B.3

*Make a great first impression at the Summer Opportunities Fair!*

Curious about what questions to ask representatives at the Summer Opportunities Fair on January 24th, 2017? Concerned about making a great first impression? This 50-minute session will give you an opportunity to ask all the things you're wondering about before you attend career fairs. It will also help you learn how to stand out from the crowd and be successful at these high profile events.

January 16, 2017

12:30 PM -----> 1:20 PM

Rm 302, Gordon Hall



**Conquer the Cover Letter**

Fall/Winter C.1

*Does writing a good cover letter mystify you or fill you with dread?*

During this workshop you will learn about key components and strategies that make the most difference when writing a cover letter. You will also work on exercises designed to get you started on customizing your cover letter.

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## Ramp Up Your Resume

Fall/Winter C.2.1

*Get your resume ready for those upcoming job applications*

This 50-minute session will help you use key strategies in your resume/CV for highlighting your unique skills, knowledge and experience. To get the most benefit from this workshop, it is helpful to have a specific opportunity that you are targeting. Please bring a draft copy of your resume to work on, if you have it.

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## LinkedIn 1 - Creating an Effective Profile

Fall/Winter C.3.1

*Get started with LinkedIn and create your profile*

Are you new or relatively new to LinkedIn? Already have a Profile but not sure how effective it is? Get hands-on in designing your own online profile so that it is relevant for as many options as possible without looking unfocused. Please bring your own tablet or computer to the session. We will help you to create an account/profile if you don't currently have one.

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## LinkedIn 2 - Using LinkedIn Strategically

Fall/Winter C.3.2

### *Learn how to use LinkedIn to network*

Explore the capabilities of LinkedIn.com for researching careers and experience how it can support career decision-making and job search, in particular, networking. Discuss common questions such as: "What do I put in a message when reaching out to someone?" or "How do I find alumni to talk with?" or "How can I get someone to respond to my message without bugging them?" Intended for students with an existing LinkedIn Profile. Please bring your own tablet or computer to the session.

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## Effective Networking

Fall/Winter C.4

### *Advance your career with authentic relationships*

Wondering how to get started with the all-important career skill of networking?

In this workshops you will: 1) Get strategies for how to approach networking, get organized, and solidify your connections; 2) Be prepared to introduce yourself effectively and ask intelligent questions; 3) Boost your confidence when talking to new people through knowledge and practice.

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## Winning Interviews

Fall/Winter C.5

### *Get ready for an interview*

Learn how to handle “Tell Me About Yourself”, typical behavioural questions (e.g., about teamwork experience), off-the-wall questions, and questions for you to ask. Come prepared to practice – walk away feeling more ready for an interview.

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## Summer Job Search

Winter C.6.1

### *Learn how to find “hidden” and advertised summer opportunities*

This session will help you start to develop a personalized summer opportunities search plan. You’ll also learn strategies to connect with opportunities in the locations and sectors you’re aiming at.

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## Summer Work Experience Program (SWEP) Applications

Winter C.6.2

*Get help with your application for the Summer Work Experience Program (SWEP)!*

Thinking of applying for a summer job with the Summer Work Experience Program (SWEP)? Come to this workshop to find out more information and for help getting your applications ready.

February 1, 2017	12:30 PM	----->	1:20 PM	Rm 302, Gordon Hall
February 8, 2017	11:30 AM	----->	12:20 PM	Rm 324, Gordon Hall

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## From Panic to Power

Fall/Winter C.8

*Overcome anxiety in interviews, networking, and career fairs*

Does your heart pound at the thought of a job interview? Do you get weak in the knees at the idea of networking with successful professionals? If so, this workshop is for you. In this informal 50-minute session you will learn about how anxiety works and strategies to conquer it as you build your own personal toolkit for facing pressure-packed career situations.

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## D. Further Education

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### Applying to Further Education?

Fall/Winter D.1

*Researching further education options and general timelines*

In this workshop you will start from your ideas about what you want to research and study, and learn to use strategies and resources to help you find relevant opportunities. You will begin to identify your personal criteria for making choices. You'll leave with a process that will help you take your master list and narrow it down to programs that are a good fit for you. You will also get a sense of the general timelines that are important and learn to sequence potential steps in the application process so you can use your application time efficiently.

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March 2, 2017	10:30 AM	----->	11:20 AM	Rm 302, Gordon Hall





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## Medical School Interviews

Winter D.1.4

Are you preparing for medical school/dental school/etc interviews? This 50-minute session will give you strategies and practice to help you stand out as an excellent candidate. Register early! This session historically fills very quickly. Dates and times to be determined. (If session is full, please attend anyway. We may be able to accommodate you).

January 9, 2017	1:30 PM -----> 2:20 PM	Rm 302, Gordon Hall
February 6, 2017	12:30 PM -----> 1:20 PM	Rm 302, Gordon Hall

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## Writing Personal or Research Statements

Fall/Winter D.2

*Wondering how to stand out in personal or research statements?*

Wondering how to stand out in personal or research statements? This 50-minute session will help you understand the difference between the two and give you an opportunity to practice writing why you want do this.

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## Thinking about Law School?

Winter D.3.1

Are you considering applying to law school at some point in the future? Are you trying to weigh your options relative to other possibilities? Learn about the overall process of applying to law school so that you can incorporate this information into your decision. Learn how to find primary sources of information about law schools (primarily Canada) and learn about the basic components of most applications (including OLSAS for Ontario applications).

January 12, 2017	11:30 AM -----> 1:20 PM	Rm 324, Gordon Hall
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## Thinking About Med School?

Winter D.3.2

Are you considering applying to medical school at some point in the future? In this 50-minute workshop, learn about the basic components of most applications and how to demonstrate an informed choice for this career. Understand key qualities medical schools seek and start making a plan to build and describe them.

January 20, 2017	12:30 PM -----> 1:20 PM	Rm 302, Gordon Hall
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## Thinking about Teacher Education?

Winter D.3.3

Are you considering applying to teacher education programs at some point in the future? In this 50-minute session, learn about the basic components of most applications and how to demonstrate an informed choice for this career. Understand key qualities Faculties of Education (primarily Ontario) seek and start making a plan to build and describe them.

January 11, 2017	12:30 PM -----> 1:20 PM	Rm 302, Gordon Hall
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