

# Career Development Certificate

The Career Development Centre has created a series of workshops designed to provide you with the necessary skills and knowledge to plan and secure a fulfilling career. Attend both career planning modules and all three employment preparation workshops to obtain the Career Development Certificate (CDC). The CDC is part of the Laurier Co-Curricular Record and an excellent addition to your résumé.

## Career Planning Modules

### Career Planning 101: Self Assessment

- Assess your interests, values, personality and preferences by completing two assessment tools during this session
- Learn how understanding your personal preferences will enable you to identify careers you will find satisfying

### Career Planning 102

- Discover tangible steps in the career planning process which will enable you to begin making a career plan before you graduate
- Learn how to research career options using a variety of resources both online and in the Career Resource Centre

## Employment Preparation Workshops

### Résumé Writing

- Learn the 3 keys to an effective marketing résumé: Presentation, Selection and Communication
- Discover the advantage of creating multiple targeted résumés
- Learn how to present your transferable skills successfully

### Searching For Jobs

- Discover successful job search and networking techniques
- Learn why the **best jobs** are found through networking
- Develop the skills to cultivate relevant contacts
- Become aware of a variety of job searching resources

### Interview Success

- Learn how to give yourself every advantage during the interview
- Discover why knowing yourself, understanding your career field and learning about the employer are keys to a successful interview
- Hear what employers are really looking for from candidates
- Learn how to sell your transferable skills effectively regardless of experience



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Career Development Centre

Be sure to get your 'ticket' stamped by the facilitator at the end of each workshop. Once you have all 5 stamps, bring your ticket to the Career Centre to receive your certificate. For information on other workshops and other services please contact the Career Centre at 519.884.0710 ext. 4495.