

# YOUR CAREER : YOUR WAY

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Your Career: Your Way is a Career Readiness program designed to help empower individuals navigate their career education, be well informed to make career choices that centre around who they are, what they are capable of and ultimately what they want their world of work to be.

## Program Objectives



Identify unique strengths and skills to build confidence

Participate in a free non-accredited short course, 'Introduction to Clifton Strengths'



Transferable skills and development

Build communication skills during 8 week program through discussions and networking

Participate in training to better understand communication and transferable skills



Understand career and training opportunities

Multiple workshops with the Skills and Jobs Centre – focused on resume writing, skills identification and interviews



Network with industry and others with lived experience

Hear from industry panels and engage with lived experience presenters face to face



Build lasting relationships with like-minded individuals

Connect with like-minded individuals in similar circumstances to build ongoing relationships

Commences **Wednesday 11th October – Wednesday 29th November 2023**

**Melton Library and Learning Hub, 31 McKenzie Street, Melton VIC**

**Program Outline - YOUR CAREER YOUR WAY - Melton Library and Learning Hub**

Workshop Topics	Week	Date	Time Allocated	Resources	Facilitator/ Guest Speakers
Your Values and Setting the Scene for Career Decisions	1	Wednesday 11th October 10am – 1pm	3 hours	Work-shopping Values: What does it mean to have values and why it's important How being clear about values helps with decision making and life choices	SJC
Your Work/Life Balance & Career Development	2	Wednesday 18th October 10am – 1pm	3 hours	Discuss the importance of work/life balance How to commence your career development journey Commencing a career action plan	SJC
Your Strengths	3	Wednesday 25th October 10am – 1pm	3 hours	"Introduction to Clifton Strengths" –Session 1 – Assessment	Clifton Strengths Presenter
Your Strengths – The Results	4	Wednesday 1st November 10am – 1pm	3.5 hours	"Introduction to Clifton Strengths" –Session 2 – Results/ Reflection	Clifton Strengths Presenter
Your Job Seeking Techniques	5	Wednesday 8th November 10am – 1pm	3 hours	Guide through Job Application Process How to best prepare for interviews & overview about applying to council positions	SJC
Your Resume and Cover Letter	6	Wednesday 15th November 10am – 1pm	3 hours	Discuss the importance and purpose of a Cover Letter / Resume. Workshop together principles of designing a Cover Letter and Resume.	SJC

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Your Interview Confidence	7	Wednesday 22nd November 10am – 1pm	3 hours	Debrief about Interviews and Preparation  Simulate interviews aligned with a role of choice that an applicant would be interested in applying for.	SJC
Your Industry Pathway Exploration & 1:1 Career Consultation	8	Wednesday 29th November 10am -1:30pm	3.5 hours	What industries are possible to consider? Knowing your values can help you decide career pathways.  Industry Experts share about their career experiences and insights.	Lived Experience Panel

**Additional Information:**

- Light refreshments provided
- Library will provide a workbook and pens for note-taking
- 1:1 Individual Career Consultation