



The
University
Of
Sheffield.

The
Careers
Service.

Careers and Employability Skills Sessions – 2011/2012

Session	Date	Time	Location
MBTI personality type workshop	11/10/11	1.00 -4.00	NCGRC
Review your skills	17/10/11	1.00 -2.00	NCGRC
Choosing the career for you	18/10/11	4.00 -5.00	Careers Service
Planning your academic career	25/10/11	10.00 – 12.00	NCGRC
Producing an effective CV	26/10/11	1.00 -2.00	NCGRC
Planning your career beyond Academia	17/11/11	2.00 -4.00	NCGRC
Networking and collaborating for career success	22/11/11	10.00 –12.00	NCGRC
Performing well at interviews	30/11/11	1.00 -2.00	NCGRC
Successful application forms	01/12/11	1.00 -2.00	NCGRC
Job-search skills and strategies	06/12/11	1.00 -2.00	NCGRC
Understanding commercial awareness	15/12/11	2.00 -4.00	NCGRC
Psychometric tests used by employers	11/01/12	4.00 -5.00	Careers Service
Choosing the career for you	17/01/12	4.00 -5.00	Careers Service

As indicated above, some of these sessions will take place at the North Campus Graduate Research Centre, while others will take place at the Careers Service, 388 Glossop Road. To book a place, go to the DPP Portal at <http://www.shef.ac.uk/ris/pgrr/ddpportal/home.html>

One-To-One Careers Consultations at The North Campus Graduate Research Centre

06 October
20 October
03 November
15 November
29 November
13 December
05 January
19 January

To book an appointment call reception at the NCGRC on 222 7611

see more dates >>>

Careers and Employability Skills Sessions – 2011/2012

Producing an effective CV	26/01/12	14.00 -15.00	NCGRC
Performing well at interviews	31/01/12	11.00 -12.00	NCGRC
Review your skills	02/02/12	11.00 -12.00	NCGRC
Planning your academic career	14/02/12	10.30 -12.30	NCGRC
Planning your career beyond Academia	29/02/12	10.00 – 12.00	NCGRC
Networking and collaborating for career success	06/03/12	2.00 –4.00	NCGRC
Successful application forms	15/03/12	11.00 -12.00	NCGRC
Job-search skills and strategies	28/03/12	11.00 -12.00	NCGRC
Performing well at interviews	17/04/12	1.00 -2.00	NCGRC
Presenting yourself confidently to employers	25/04/12	2.00 – 3.30	NCGRC
Producing an effective CV	30/04/12	1.00 -2.00	NCGRC
Successful application forms	24/05/12	11.00 -12.00	NCGRC
Interviews and assertiveness	29/05/12	2.00 –4.00	NCGRC
Producing an effective CV	07/06/12	11.00 -12.00	NCGRC
MBTI personality type workshop	12/06/12	10.00 -1.00	NCGRC
Performing well at interviews	20/06/12	11.00 -12.00	NCGRC
Successful application forms	03/07/12	11.00 -12.00	NCGRC

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One-To-One Careers Consultations at The North Campus Graduate Research Centre

31 January
16 February
28 February
13 March
29 March
19 April
03 May
22 May
12 June
28 June
10 July
26 July
07 August

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