

# Job Skills WORKSHOP

## Looking for a Job?

Enjoy a one-day workshop hosted by the University of KwaZulu-Natal Alumni Relations Office, which will give you the edge when you go out there to...

## GET THAT JOB!

### The workshop will cover:

- Understanding self - personality, values, interests, beliefs and attitudes
- How to look for jobs, targeting and assessing the job market
- Cover letter and online applications
- Interview Skills and mock interviews
- Customer Care
- Introducing 21st Century core skills: problem solving, critical thinking, conflict management, time management and emotional intelligence

#### Date, Time & Cost

1 June 2019  
08h30 to 16h00

R300 per person  
Includes lunch and tea

#### Venue

Tutorial Room 4,  
UNITE (School of  
Engineering) Building,  
Gate 8 Entrance,  
Howard College Campus

#### Contact & RSVP Deadline

Nomcebo Msweli on  
031 260 2016 or  
[mswelin@ukzn.ac.za](mailto:mswelin@ukzn.ac.za)

**RSVP** by 24 May 2019

#### Please note:

A maximum of 25 participants can attend the Workshop.  
To avoid disappointment book early.



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