

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:

- ♦ Job search skills
- ♦ Feedback from Companies
- ♦ CV Writing
- ♦ Letter of Application
- ♦ Interview Skills
- ♦ Work Ethics
- ♦ Customer Care
- ♦ Assertiveness Training
- ♦ Conflict Management
- ♦ Time/Stress Management
- ♦ Correspondence Management
- ♦ Office Skills

Date, Time & Cost

13 June 2018
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

RSVP by 1 June 2018

Please note:

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



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INSPIRING GREATNESS