

## LBG Career Center

### Syllabus

<b>Event</b>	<b>Career Workshop - Boost your CV &amp; Job Applications</b>
<b>Trainer</b>	Yasmin Dolak-Struss, PhD
<b>PM</b>	Mareike Kerschbaum, Christine Hudetz
<b>Date/Time</b>	Thursday, April 25, 2023 / 9:00 AM – 6:00 PM
<b>Place</b>	L'OFFICE Schottenfeldgasse 85, 1070 Vienna
<b>Language</b>	English

### Introduction

This workshop will give you tools to start with your own application process and support you in writing a good job application. We will discuss criteria for a good CV, how to extract relevant information from job ads and where to look for them. You will get the chance to define and to present your own strengths and skills, to work on your CV and to discuss it with your peers. You will also get the opportunity to practice a job interview and to get feedback from fellow participants. The training will be very interactive, individual and group work will be complemented by theoretical input and discussions.

### Agenda

WHEN	WHAT	HOW
09:00 AM	Introduction & Warm-Up	
09:50 AM	Ingredients for a good CV & a convincing Letter of Motivation	Brainwalk & Input
10:55 – 11:05 AM	Break	
11:05 AM	Your skills & strengths in the application	Individual & Group Work
12:05 PM	Job search & how to read job advertisements	Input & Discussion
12:30 – 01:50 PM	Lunch	
01:50 PM	Working on your own CV	Individual & Group Work
03:00 PM	Job interviews	Group work
04:20 – 04:30 PM	Break	
04:30 PM	Take Home Messages & Closing session	

## Trainer

### **Yasmin Dolak-Struss, PhD**

**Tel.:** 0677 64 32 17 12

**Email:** info@solutionbase.at

**Languages:** German & English



### **Profile**

- Since 2021 Self-Employed Systemic Coach, [www.solutionbase.at](http://www.solutionbase.at)
- Since 2007 Austrian Research Promotion Agency (FFG), Expert for European research funding programmes
- 2006 – 2007 University of Vienna, Faculty of Mathematics, University assistant
- 2004 – 2005 Austrian Academy of Sciences, RICAM (Linz), Research scientist
- Certification as Coach, seminar consult Prohaska
- Certification as Adult Educator, Austrian Academy of Continuing Education
- Vienna University of Technology, Doctorate in Mathematics. Research field: Mathematical Biology
- Vienna University of Technology, Diploma in Physics