

Menu of Workshops & Webinars



New Career Workshops in 2025



ADULT PROGRAMS

1

Leverage AI to Enhance and Fast Track Job Applications



This workshop is designed to help participants:

- Leverage AI to enhance job applications, beating the competition.
- Undertake live demonstrations using Chat GPT – create a personalised plan.
- Download a career plan in MS Word (using Chat GPT), to help build the capacity to employment.
- Learn effective prompts to save time and effort when applying for jobs.
- Use it to perfect a resume, cover letter, job application and even key selection criteria (for government based jobs).



2

Use AI to Improve Confidence at Interviews & Boost Interview Success



This workshop is designed to help participants:

- Learn what an employer expects to hear and see at an interview
- Enables a participant to 'mirror' the employer's terminology – which improves their chances of being hired!
- Boosts confidence during an interview – to reduce feelings of stress or anxiety
- Communicate answers more effectively – providing the right answers the employers questions
- Use simple methods to answer behavioural style questions – using effective examples to demonstrate relevant experience
- Learn tips to maintain authenticity and adapt responses to showcase a more personal style and experience.

3

Implement AI in a Small Business to Save Time, Money & Tears! Ideal for AI Beginners

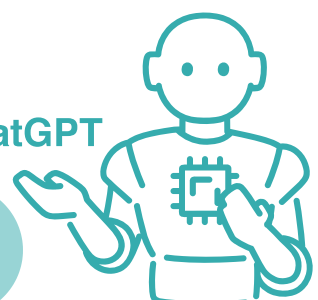


This workshop is designed to help participants:

- Gain a clear understanding of how AI can be applied in your small business – every day!
- Practise simple methods in class and use AI tools to increase productivity levels.
- Enhance social media posts, blogs, and newsletters with AI tools
- Use AI for marketing, time management and boost higher engagement levels.
- Build confidence to start leveraging AI immediately.



ChatGPT





ADULT PROGRAMS

4

Get Your Rear into Gear – New Year, New Career!



The new year is already here. Start implementing action plans now with this dynamic workshop – Helping you set and achieve career goals in 2025.

- Helps you to find the resources you need to build the career that you want.
- Considers the resources you will need to create a career plan.
- Shows you where to find free advice, guidance and support with your future career goals.
- Gives you clear goal setting methods and simple strategies to help action and reach goals.
- Helps you understand where to start with career transitioning.
- Offers you insights into market trends, future growth and hidden jobs.
- Gives you tips on how to build connections and leverage those opportunities.

Notation – The above workshop is also known as Craft Your Career – Get Ready for Action when run after February – middle months of the year.

5

Job Searching Tips & Tricks



Unearth new opportunities in a crowded job market!

More innovative ideas to consider when trying to get ahead and find employment in the current climate.

- Provides a solid foundation on how and where to begin with your modern job searching.
- Identifies ways of securing employment in a tough job market.
- Offers you an insight into areas you may not have considered.
- Helps you understand the role of digital profiles & job alerts.
- Shows you how to automate your job searching strategies.
- Gives you an understanding of what the hidden job market is.
- Shows you simple ideas when creating a great LinkedIn profile and explains why it's vital to have one.



6

How to Build an Effective LinkedIn Profile



A great presentation for individuals wishing to understand the benefits of setting up a professional LinkedIn profile. Participants will learn why 900+ million people have a LinkedIn profile!

- Provides a solid foundation for beginners on how to build an effective LinkedIn profile.
- Participants will learn how to start building their networks and why it is important to do so.
- Considers why a complete LinkedIn profile can help individuals connect with new opportunities.
- Explains how participants can showcase their unique professional story through communicating experience, skills, and education.
- Offers insights into why Recruitment agencies and Recruiters use LinkedIn and what they use it for.
- Identifies ways of using it to build upon job searching strategies.



ADULT PROGRAMS

7

Interview Preparation Successful Tips & Tricks!



An easy to understand workshop giving participants simple strategies to become more confident when attending an interview.

- Explains what an employer expects from you and how to perform.
- Shows you how to develop your interview strategy – Research, Plan & Prepare!
- Explains how to communicate effectively – Do's & Don'ts
- Describes the various types of interviews – Digital, Phone, Face to Face & Assessment Centres.
- Breaks down 'Behavioural style questions' and describes how to answer tricky questions.
- Suggests some relevant questions you may want to ask at interview.

8

Mature Aged Job Seeking For over 45's



A presentation designed to equip Mature Aged Job Seekers with the tools to bring success in today's job market.

- Presentation designed to help build more confidence when applying for jobs.
- Aims to increase the chance of success in today's job market for mature participants.
- Explains where to find help with Career Transitioning.
- Discusses research on what employers expect and how to address those expectations.
- Considers alternative methods of job searching for 'MAJS'
- Provides a Resume overview – The Do's & Don'ts for the over 45's.

9

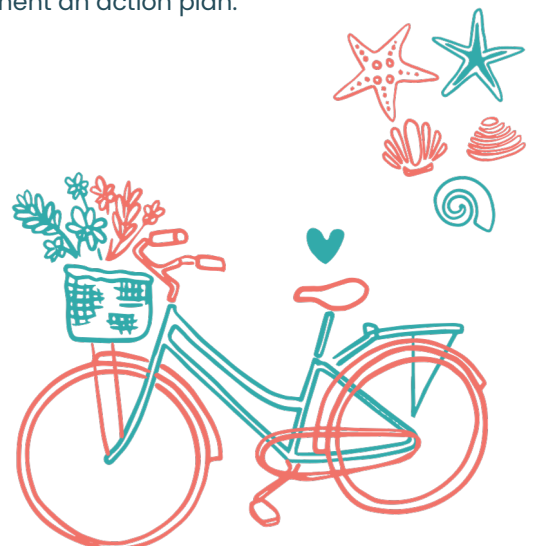
Parents as Career Coaches



A straight-talking presentation giving Parents & Carers ideas on how and where to start. It is aimed at participants who want to help a young person with their career opportunities and employability skills.

- Provides motivational career tips that a young person can relate to.
- Gives guidance on where to find free support and information after the session.
- Shows you simple steps to help a youngster reach their desired destination.
- Shares resources that are easily accessible to enable future career success.
- Provides details on where to access information for Apprenticeships & Traineeships.
- Aims to help you maximise opportunities for success.
- Gives examples of what a career plan looks like and how to implement an action plan.

"Believe it. Conceive it. Achieve it."



Disability Employment Tips



An engaging and motivational workshop providing knowledge on how to navigate a tricky job market with a disability.

- Shares innovative ideas aimed at helping individuals with a disability to find employment more easily.
- Provides a solid foundation on where to begin job searching when you have a disability.
- Increases the participant's knowledge regarding the resources available to help with workplace modifications – ultimately enabling job seekers to find a job and keep a job.
- Highlights the winning ingredients that should be contained in a resume.
- Gives participants an understanding of where to access free training and resources to upskill.
- Provides clarity, motivational tips, and direction to build confidence when job searching.

Resume & Cover Letters – The Dynamic Duo



This workshop has been created for participants who want to learn what a winning resume looks like. A great resume should be achievement focused and effective enough to get you onto the short-list. A stand-out cover letter should get you noticed! Upon attending the workshop participants will:

- Gain the relevant skills to create an effective resume.
- Understand 'The Do's and Don'ts' of what to include and what to leave out.
- Find out what future employers and hiring managers expect.
- Learn easy 'Tips & Tricks' to make a resume stand out and get noticed.
- Understand which templates to use and how to avoid the pitfalls.
- Establish essential elements to entice the hiring manager to invite you for that crucial job interview.



YOUTH PROGRAMS

Get Your Rear into Gear – New Year, New Career!



Helping young people to set and achieve career goals in 2025. Start implementing action plans now with this dynamic workshop.

- Helps you to find the resources required to build the career that you want.
- Considers the resources you will need to create a career plan.
- Shows you where to find free advice, guidance and support with your future career goals.
- Gives you clear goal setting methods and simple strategies to help action and reach goals.
- Offers you insights into market trends, future growth and hidden jobs.
- Provides tips on how to build connections and leverage opportunities to get ahead.

Youth Job Searching Tips & Tricks – Smashing early career goals!

This vibrant and engaging presentation is packed full of helpful hints, tips, and tricks to support young Job Seekers with more innovative ways of finding employment.

- Provides a solid foundation on how and where to begin with current job searching.
- Identifies ways of securing employment in a tough job market – especially now!
- Offers an insight into areas that some young people may not have considered.
- Helps participants understand the role of digital profiles, expressions of interests & job alerts.
- Gives participants an understanding of how to find those hidden jobs!
- Provides Job Seekers with information on where to find free resources after the session.



Youth Resume Tips & Tricks – Getting ahead of the game!



Created for young participants who want to learn what an effective resume should look like.

A great resume should be achievement focused and good enough to get you noticed and onto the short-list!

Upon attending the workshop participants will:

- Gain the relevant skills to create an effective resume.
- Understand 'The Do's and Don'ts' of what to include and what to leave out.
- Find out what future employers and hiring managers expect to see in your resume.
- Learn easy 'Tips & Tricks' to make a resume stand out and get noticed – fast.
- Understand which templates to use and how to avoid the pitfalls.
- Learn the essential ingredients – to entice the hiring manager to invite you for that crucial job interview.



SMALL BUSINESS WORKSHOPS

She Means Business



Facilitated by one of WA's top 15 Coaches & Award Winning AusMumpreneur.

An exciting workshop aimed at first time female business owners and Mumpreneurs.

This fun, informative and vibrant presentation provides tips & tricks to help save participants time, energy and money – plus it aims to increase productivity levels and success!

- An overview of what you need to succeed regarding business development skills.
- Useful links and information to access free help and guidance in those early stages.
- Digital marketing ideas to help promote your business.
- Insights into the purpose of goal setting with weekly, quarterly & annual KPI's, and action plans.
- Productivity planning with the tools needed to keep you focused and on track.
- Lots of practical ideas to build your business and keep it on track!

Youth Interview Success – Insider Tips & Tricks



An easy-to-understand workshop giving participants insider tips, to build confidence and become more successful when attending an interview.

- Explains what an employer expects from a candidate and how to enhance your performance.
- Highlights the simple steps to develop a bullet-proof interview strategy – Research, Plan & Prepare!
- Explains how to communicate effectively – Do's & Don'ts.
- Describes the various types of interviews – Digital, Phone, Face to Face & Assessment Centres.
- Breaks down 'Behavioural Style Questions' and explains how to answer those tricky questions.
- Suggests some relevant questions worth asking during the interview.
- Provides suggestions on the importance of following up after an interview.

LinkedIn for Small Business Owners



A great presentation ideal for small business owners wishing to understand the benefits of setting up a professional LinkedIn profile. Participants will learn why 990+ million people have a LinkedIn profile!

- Provides a solid foundation for beginners on how to build an effective LinkedIn profile.
- Participants will learn how to start building their networks and why it is important to do so.
- Considers why a complete LinkedIn profile can help small business owners connect with new opportunities.
- Explains how to showcase a unique professional story through communicating experience, skills, media links, education and services.
- Offers insights into why it is the #1 social networking site for professionals in the world.
- Identifies ways of using it to build a platform for success.
- Explains why it is important to have one and how to use it effectively.

About



Aly is a Multi-Award-Winning Career Coach with 30+ years' experience of partnering with small business owners, individuals, local government, and global organisations to achieve lasting career success.

Most recently recognised as one of the Top 4 Coaches in Perth 2025.

She enables and empowers individuals to build confidence, increase knowledge, upskill, and make positive career choices – leaving participants feeling more motivated to accomplish goals and long-term career success.

- Career history includes: Career & Business Coaching, Supporting Defence Spouse Employment HR, Talent Advice, Youth Programs, Disability Employment & Business Development.
- Arefreshing style and energised approach which keeps audiences captivated – leaving each participant feeling better equipped to tackle career and small business goals.
- #1 Best Selling Author on Amazon for the motivational, straight-talking, career guidance book **Get Your Rear into Gear** – Job Searching tips for Career Success! eBook link: <https://bit.ly/GYRIGAU>

#1 Best Selling Author – Job Hunting

#1 Best Selling Author – Vocational Guidance

#1 Best Selling Author – Career Development Counselling

165 x 5 Star Google reviews

Thank you for partnering with Alison Bannister Career Coaching



To make a booking simply email: info@alisonbannister.com
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