



## Training

# ***Career Workshop – Job application (1)*** ***How to successfully apply for the dream-job***

with **CLAUDIA VON SCHULTZENDORFF**

**Date:** **Friday, 12.08.2022 (9:00-17:00)**

**Location:** University of Freiburg, Faculty of Engineering,  
Georges-Köhler-Allee, 79110 Freiburg  
Building 78, Seminar room

**Registration:** <https://terminplaner.dfn.de/VeTolnCEy9QGPKix>  
please register via terminplaner-dfn

### **Objective of the seminar:**

It is a long way until you might be able to sign a contract, a long way full of obstacles. Basically you have to advertise for you and your abilities. In this workshop you will think about yourself and what you are especially good at. Then you get to know everything about the standards of writing a letter of application and the CV correspondent to the region you apply and how to pass the job-interview successfully.

### Key aspects:

- What are you especially good at? What are your strengths?
- Letter of application: standards
- CV

## Training

# ***Career Workshop – Job application (2)*** ***How to convince in a job interview and an Assessment-Center***

with **CLAUDIA VON SCHULTZENDORFF**

**Date:** **Saturday, 13.08.2021 (9:00-17:00)**

**Location:** University of Freiburg, Faculty of Engineering,  
Georges-Köhler-Allee, 79110 Freiburg  
Building 078, Seminar room

**Registration:** <https://terminplaner.dfn.de/VeTolnCEy9QGpkix>  
please register via terminplaner-dfn

### **Objective of the seminar:**

In this workshop you will work out what makes your professional and private personality unique in order to appear convincing in a job interview. You get to know all typical questions and how you avoid wrong answers in a job interview.

You will also get to know the main topics in an assessment-center and practice some exercises.

### Key aspects:

- What are you especially good at? What are your strengths ?
- Job-interview: structure and typical questions
- Practical exercises of job interviews
- Assessment-center: topics and typical tasks

## CLAUDIA von SCHULTZENDORFF

Is a wellknown trainer and coach, working since many years for the University of Freiburg in career topics. She studied business administration and economics at the universities of Köln and Freiburg. Her professional experience ranges from HR manager , developer, officer and trainer in the private sector to self-employment since 1995, with training, consulting and coaching on the following topics:



- Leadership, difficult situations in leadership, motivation, target agreements, leadership development programmes, leadership coaching
- Communication: rhetoric, presentation, conducting conversations, conflict management, moderation, conducting employee interviews, telephone training, etiquette
- Work techniques: time and self-management, stress management, project management, decision-making, creativity techniques, mind-mapping, reading faster, memory training
- Team training
- Application training, Advice on job application processes, Outplacement, Professional reorientation
- Business and Life coaching

Claudia has experience in following sectors: energetic industry, pharmaceutical industry, electronics, solar industry, commerce, district offices, regional councils, tax offices, universities, study foundations, university hospitals, chambers of industry and commerce, associations, etc.

More details: [www.schultendorff.com](http://www.schultendorff.com)