Professional Preparation Programme for Faculty of Science Students
2nd Semester, 2021/22

About the Programme
The Professional Preparation Programme (PPP) is jointly offered by the Faculty of Science and CEDARS-Careers and Placement.

PPP is an intensive result-based career programme. The main objectives of the PPP are:
- to prepare you for entering the job market
- to enhance the employability of Science students
- to improve your overall competitiveness in the graduate job market
- to develop more advanced career planning and interview skills to improve your chances of success

Programme Schedule of Academic Year 2021-2022, Semester 2

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
<th>Time</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group Discussion &amp; Case Presentation</td>
<td>30 March (Wed)</td>
<td>2:00pm-4:30pm</td>
<td></td>
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<tr>
<td>2. Job Offers Evaluation and Workplace Etiquette</td>
<td>31 March (Thu)</td>
<td>4:00pm-6:30pm</td>
<td>Zoom</td>
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<tr>
<td>3. CV &amp; Cover Letter Writing</td>
<td>2 April (Sat)</td>
<td>10:00am-12:30pm</td>
<td></td>
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<tr>
<td>4. Interview Skills</td>
<td>2 April (Sat)</td>
<td>2:00pm-4:30pm</td>
<td></td>
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<tr>
<td>5. Group Interview</td>
<td>7 April (Thu)</td>
<td>4:00pm-6:30pm</td>
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All Science Undergraduates are welcome to join!

Registration Deadline: 9:00am, 28 March 2022 (Monday)

Module Descriptions

1. **Group Discussion & Case Presentation (2.5 hours)**
   This workshop provides an opportunity for you to engage in hands-on common assessment centre exercises. Successful group discussion techniques will be highlighted before the exercises, with particular focus on participation, communication, leadership, interpersonal sensitivity as well as planning, organisation and overall contribution during the group discussion. It also equips you with skills in analysing a case and presenting their ideas / solutions with structure and confidence.

2. **Job Offers Evaluation and Workplace Etiquette (2.5 hours)**
   This module aims to help you learn how to make informed decision when considering a job offer by providing strategic guidelines ranging from choosing a job which best meets your needs, evaluating multiple job offers to the proper etiquette for declining a job offer. In addition, you will be given useful tips on essential working / office etiquette to establish better working relationships and experience in the workplace.
3. **CV & Cover Letter Writing (2.5 hours)**
   The module aims to equip you with the techniques of writing impressive CV and cover letter in order to increase their competitiveness in your job application process.

4. **Interview Skills (2.5 hours)**
   You will learn what to do before, during and after interviews, how to answer common interview questions, and ways to prepare for interviews.

5. **Group Interview (2.5 hours)**
   This module is designed to enhance your communication, listening and teamwork skills. You will first be introduced to group interview skills and points to note before, during and after a group interview. Then you will be given interview practice in group setting. Both verbal and written feedback will be given on your performance. At the same time, you will also have an opportunity to observe and learn from the performance of others.

**Attendance Requirement and Policy**
You are **required** to attend the module(s) you registered for and should therefore **check your class schedule before registering**.

For each module, students will be required to
   i. sign in the Zoom Meeting, with your face showing (for Zoom workshops) or
   ii. complete the required feedback form(s) after each workshop.

These two will together form a **complete attendance record**. Please remember to do both.

If you cannot show up at any module you registered for, you will need to send a brief email message with relevant proof to let us know why you cannot attend to show respect to the time and resources others spent on preparing for the workshop. The email can be sent to **PPP@cedars.hku.hk** at least 3 working days prior to the module.

**Important Notes**
- a) Registrants please check your email regularly for the different messages we will send to you regarding your registration or the modules.
- b) Successful applicants will receive email notification from CEDARS by **29 March 2022 (Tuesday)**.
- c) A reminder email will be sent to successful registrants before each module. Stay tuned to our emails.