Professional Preparation Programme for Faculty of Science Students
2nd Semester, 2022/23

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 2022-2023, Semester 2

Module	Date	Time	Delivery Mode
1. CV & Cover Letter Writing	22 Mar,2023 (Wed)	2:00pm-4:30pm	f2f
2. Interview Skills	27 Mar,2023 (Mon)	9:30am-11:30am	f2f
3. Group Interview	29 Mar,2023 (Wed)	3:00pm-5:00pm	f2f
4. Group Discussion & Case Presentation	18 Apr,2023 (Tue)	3:30pm-6:00pm	f2f
5. Job Offers Evaluation and Workplace Etiquette	19 Apr,2023 (Wed)	3:00pm-5:30pm	f2f

Register Now!

All Science Undergraduates are welcome to join!

For March modules

Professional Preparation Programme for Science Students - 2nd Semester 2022-23 - Registration Form (Mar) | CEDARS (hku.hk)

Registration Deadline: 9:00am, 17 March 2023 (Friday)

For April modules

Professional Preparation Programme for Science Students - 2nd Semester 2022-23 - Registration Form (Apr) | CEDARS (hku.hk)

Registration Deadline: 9:00am, 14 April 2023 (Friday)

Module Descriptions

1. **CV & Cover Letter Writing (2.5 hours)**
   The module aims to equip students with the techniques of writing impressive CV and cover letter in order to increase their competitiveness in their job application process.

2. **Interview Skills (2 hours)**
   Students will learn what to do before, during and after interviews, how to answer common interview questions, and ways to prepare for interviews.

3. **Group Interview (2 hours)**
   This module is designed to enhance students' communication, listening and teamwork skills. Students will first be introduced to group interview skills and points to note before, during and after a group interview.

4. **Group Discussion & Case Presentation (2.5 hours)**
   This module provides an opportunity for students 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 students with skills in analysing a case and presenting their ideas / solutions with structure and confidence.

5. **Job Offers Evaluation and Workplace Etiquette (2.5 hour)**
   This module aims to help students learn how to make informed decision when considering a job offer by providing strategic guidelines ranging from choosing a job which best meets one's needs, evaluating multiple job offers to the proper etiquette for declining a job offer. In addition, students will be given useful tips on essential working / office etiquette to establish better working relationships and experience in the workplace.

Total learning hours : 11.5 hours for 5 modules

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 on the attendance sheet (F2F) AND
   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 within 3 days after deadline.
c) A reminder email will be sent to successful registrants before each module. Stay tuned to our emails.