

PART 1

CAREER ESSENTIALS (priority to Year 3 & 4 students)

The 7 modules in part 1 cover all the essential knowledge and skills required for self-understanding, successful career planning, job applications, interviews, and assessment centres. You will not only be able to learn the knowledge and skills, but also practise the skills hands-on in some of the small group practice-based workshops, as well as gain immediate feedback on your performance from experienced trainers.

Learning hours: 18.5 hours in 7 modules

1

MBTI: Personality and Career (3 hours) – interactive workshop

MBTI is a personality profiler widely used to enhance awareness and understanding of both self and others. While self-understanding facilitates and guides you in your career planning, exploration and development, understanding others enable you to build better interpersonal relationships. Through this module, you will learn the different personality preferences, the gifts and drawbacks of each preference, and how these preferences relate to your future careers. You will also be guided to explore career options with your preferences in mind, and to overcome possible obstacles predicted by your personality type. You will be asked to complete an MBTI questionnaire online before the workshop, and receive an official career report when you attend the workshop.



2

Graduate Employment Update & Career Planning (2 hours)

This module provides you with useful information for your career planning and building, including recent employment situation of Science graduates, an overview of career opportunities, and the essentials of career planning, building and job search preparation.



3

CV, Cover Letter & Personal Statement Writing (2.5 hours)

This module aims to equip you with the techniques of writing an impressive CV and cover letter in order to increase your competitiveness in your job/internship application process. Additional guidance on preparing a non-job application and writing a personal statement will be shared.



4

Interview Skills (2 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

Presentation Skills & Impromptu Talk (3.5 hours) – practice-based workshop

This module focuses on the structure of an individual presentation and provides tips to successfully compose and deliver an impromptu talk to help you present with impact. Instant verbal feedback will be given to you on your performance during the practice session.



6

Group Discussion & Case Presentation (3.5 hours) – practice-based workshop

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 your ideas/solutions with structure and confidence. Instant verbal feedback will be given to you on your performance.



7

CV Clinic & Mock Interview (2 hours) – practice-based workshop

This module provides written feedback on CV and cover letter writing based on your submitted work. It also prepares you for an actual interview by helping you learn what is expected in a real interview situation so as to increase your chances of success. You will receive both written and verbal feedback on your performance.

