

Career Preparation Programme for Arts Students, 2009/10

Dear Student,

We are glad to offer to second-year students Career Preparation Programme in the coming semester. What are your strengths? What kind of industry are you interested in? And what kind of skills do you need to achieve your goal? The Programme encourages you to ask yourself these questions. Our goal is not only to prepare you for a job after graduation, but for an internship during the summer of 2010.

This programme will be administered by the Careers and Placement team of CEDARS.

The first session on market update and career debrief will be an induction seminar open to all. The content of the programme will enable you to gain knowledge in the job market available to Arts students and to prepare for work place through better application of skills and understanding of employer's expectation. Practical coaching will be given by experienced market experts or retired Human Resources Directors.

Programme Outline

<http://www.hku.hk/local/cepc/news/0910/attachment/112401a.pdf>

Programme Schedule

<http://www.hku.hk/local/cepc/news/0910/attachment/112401b.pdf>

*Final year students can apply but priority will be given to second year students.

Programme Highlights

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The programme consists of 16.5 learning hours in 7 sessions, with highlights as follows,

Module A : Understand the market and yourself

- A1. Market Update & Career Debrief seminar
- A2. MBTI Personality Assessment and job match exercise workshop
- A3. Image Building by market professional and Experience Sharing by recent graduates

Module B: Practical Training on Interview Skills at different levels

- B1. Application Letter Writing and Interview Skills seminar
- B2. CV Review (assignment with remark)
- B3. Mock Interview workshop
- B4. Assessment Center + Case Study Analysis workshop

Module C : Critical Skills in Workplace

- C1: Work ethics and Workplace Communication seminar

Application

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For application method and enrolment requirements, please refer to the detailed announcement in the following link:

<http://www.hku.hk/local/cepc/news/0910/attachment/112401c.pdf>

Application Deadline

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5 pm. November 30, 2009 (Monday)

Please check your own schedule and sign-up as soon as possible.

Enquiries

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Please email to arts@cedars.hku.hk

Alternatively, you may call 2859-2314 during normal office hour.

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