

THE UNIVERSITY OF HONG KONG
Faculty of Arts
and
Centre of Development and Resources for Students (CEDARS)

Professional Preparation Programme for Arts Students
2nd semester, 2016/17

Programme Schedule

Workshops	Date	Time	Venue
1. How to Write Winning CVs & Cover Letters	15 February (Wed)	5:30 – 7:30 pm	Room 4.04, Run Run Shaw Tower, Centennial Campus
2. Interview Skills Sharing	22 February (Wed)	5:30 – 7:30 pm	Room 4.04, Run Run Shaw Tower, Centennial Campus
3. Interview Skills in Practice*	1 March (Wed)	2:00 – 5:00 pm	Room 4.19, Run Run Shaw Tower, Centennial Campus
	OR	OR	
4. Landing Your Dream Job with Early Planning	2 March (Thu)	5:30 – 8:30 pm	Room 4.04, Run Run Shaw Tower, Centennial Campus
	15 March (Wed)	5:30 – 7:30 pm	
5. MBTI: Matching your Personality to your Career*	22 March (Wed)	2:00 – 5:00 pm	Room 4.04 & 4.19, Run Run Shaw Tower, Centennial Campus
	OR	OR	
	23 March (Thu)	5:30 – 8:30 pm	

**Small group workshops*

Important Notes:

- To benefit fully from PPP, you are highly recommended to enrol in ALL 5 modules.
- If you enrol in *Interview Skills in Practice*, it is best for you to attend *How to Write Winning CVs & Cover Letters* and *Interview Skills Sharing* as well, as these 2 modules will prepare you for the practice. (please also see #3 below).
- For the *Interview Skills in Practice* module, each student is required to submit an assignment at least 1 week before the workshop. This assignment includes a job advertisement of your choice, and a CV written for the job chosen. Written assessments on your CV as well as performance during the mock interview will be given to you individually.
- Students who registered for the *MBTI: Matching your Personality to your Career* workshop will be asked to complete an online MBTI questionnaire at least 1 week before the workshop.
- For workshops with quota, enrolment is first-come, first-served. If the quota has been filled, you will be placed on a waiting list and will be contacted via email if any enrolled students withdraw.
- In case enrolled students need to withdraw from certain module(s) due to unforeseen circumstances, you must inform both your Faculty (Eva, evaffy@hku.hk) and Careers & Placement, CEDARS (Celia, ceceling@hku.hk) with justifiable reason at least 3 days prior to the workshop. This is very important for facilitating our workshop arrangements.
- Enrolled students please check your email regularly. A reminder email will be sent to you before each workshop. You may be asked to further indicate your available dates/times.