

# Sydney Business School

## Certificate in Professional Development Skills

*Compulsory for full-time students, Optional for part-time students*

*No cost to students*

Students to maintain 100% attendance and submit  
all assignment tasks to obtain certificate

**Program will run across Intake C & D 2009**

<b>P H A S E</b>	<b>(Intake C 2009)</b>	<b>Purpose</b>	<b>Outcomes</b>
<b>1</b>	<b>Introduction</b> <b>Week 1</b> (6 Jul) <ul style="list-style-type: none"> <li>- Introduction to SBS</li> <li>- How to survive in a university environment</li> <li>- Cultural Diversity</li> </ul>	This Phase will provide students with information about administration and academic policies and procedures, an overview of student services and facilities available on campus and the culturally diverse environment of UOW. Students will also be provided with a workshop on writing and referencing for academic purposes.	To assist students assimilate into life at Sydney Business School and the University of Wollongong and to understand what is expected of them as students and the importance of presenting their own work and not plagiarising the work of others.
<b>2</b>	<b>Professional Development</b> <b>Weeks 2 - 5</b> <ul style="list-style-type: none"> <li>- Mind Mapping (13 Jul)</li> <li>- Presentation skills (27 Jul)</li> <li>- Working in Groups (10 Aug)</li> <li>- Public Speaking (17 Aug)</li> </ul>	Phase 2 will introduce students to mind maps as an aid in assignment and presentation preparation. Students will learn how to work together to consolidate their understanding of a topic and reinforce its key concepts to effectively deliver a group assignment.	Assist students plan and practice delivering university class presentations, whilst at the same time receiving constructive criticism on their material and delivery from other students.
<b>3</b>	<b>Plan your Career</b> <b>Weeks 6 – 9</b> <ul style="list-style-type: none"> <li>- The domestic market (23 Sept)*</li> <li>- Preparing your C.V. (30 Sept)*</li> <li>- Applying for a position (14 Oct)*</li> <li>- Interview techniques (21 Oct)*</li> </ul>	Phase 3 will provide students with an overview of the domestic job market; teach them how to prepare and present an effective C.V.; prepare an effective job application; and techniques to successfully undertake a job interview.	Phase 3 will assist in preparing students for the challenges faced in obtaining a graduate position at the end of their degree as well as assist students who are interested in vacation work and other job seeking situations.

Note:

Intake C Day and Time: Monday, 15.00-17.00

\* Date and Time to be confirmed for Intake D