

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 D 2009 & Intake A 2010

P H A S E	Purpose	Outcomes	
1	<p>(Intake D2009) Introduction Week 1 (24 Sept) (10.00am-12.00 noon)</p> <ul style="list-style-type: none"> - Introduction to SBS - How to survive in a university environment - Cultural Diversity 	<p>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.</p>	<p>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.</p>
2	<p>(Intake D 2009) Professional Development Weeks 2 – 5 (10.00am-12.00 noon)</p> <ul style="list-style-type: none"> - Mind Mapping (1 October) - Presentation skills (15 October) - Working in Groups (22 October) - Public Speaking (29 October) 	<p>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.</p>	<p>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.</p>
3	<p>(Intake A 2010) <u><i>Dates and time to be confirmed</i></u> Plan your Career Weeks 6 – 9</p> <ul style="list-style-type: none"> - The domestic market - Preparing your C.V. - Applying for a position - Interview techniques 	<p>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.</p>	<p>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.</p>