Career Preparation Workshop
Effective Networking Skills in Hong Kong & International Job Market

12 Oct 2020 (Mon)
10:00 a.m. – 12:00 p.m.

Enroll Now!
AIMS>>
Student Services>>
CRESDA System

1. Impactful Self-Introduction and 1-minute Talk
2. 3-Second Rule for Positive Impression
3. Powerful Body Languages – Smile, Eye Contact and Handshake
4. Thank You Note and Follow-ups

Mr. Anthony Wong
Career Coach and Trainer with 20+ years of HR management experience in Hutchison Whampoa (conglomerate), Nestle (FMCG), Sony (Hi-tech), Dairy Farm (Retail) and RedMart (eCommerce)

All CityU Taught Postgraduate students are welcome to join!

This session will be conducted online via Zoom in English.

Organised by Taught Postgraduate Career Service
Student Development Services

Enquiry:
3442 5591
tpg.career@cityu.edu.hk

https://www.cityu.edu.hk/sgs/website/tpg/careerservices/
Career Preparation Workshop

Critical Employability Skills

13 Oct 2020 (Tue)  
2:00 p.m. – 4:00 p.m.

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1. Top 10 Critical Competences Sought After by Employers
2. Case Studies – How Top Employers Assess Candidates
3. Self-Awareness and Personal Branding
4. Competence Development Planning

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Career Preparation Workshop
Prepare and Pitch –
Critical Face-to-Face Interview Skills in Mainland China Job Market

13 Oct 2020 (Tue)
10:00 a.m. – 11:00 a.m.

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1. Effective Self-Introduction for Job Interviews
2. Job Interview Manners – Before, During and After
3. Listening and Responding Skills
4. Handling Difficult Interview Questions
5. Managing Interview Stress
6. Preparing Questions for the Interviewer(s)

Mr. Anthony Wong
Career Coach and Trainer with 20+ years of HR management experience in Hutchison Whampoa (conglomerate), Nestle (FMCG), Sony (Hi-tech), Dairy Farm (Retail) and RedMart (eCommerce)

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Enquiry:
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Career Preparation Workshop
Written Test Essentials in Hong Kong & International Job Market

13 Oct 2020 (Tue)
4:00 p.m. – 5:30 p.m.

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1. Understand different types of written test
2. Winning written test preparation
3. Gain practical experience in handling written tests

Mr. Anthony Wong
Career Coach and Trainer with 20+ years of HR management experience in Hutchison Whampoa (conglomerate), Nestle (FMCG), Sony (Hi-tech), Dairy Farm (Retail) and RedMart (eCommerce)

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Career Preparation Workshop
Ace an Assessment Centre –
Winning a Top Notch Job

15 Oct 2020 (Thu)  21 Oct 2020 (Wed)
5:00 p.m. – 6:30 p.m.  11:00 a.m. – 12:30 p.m.

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1. Group Interview Skills
2. Panel Interview Skills
3. Leading and Engaging in a Group Setup
4. SWOT, Fishbone Diagram and Force-Field Analysis for Case Studies
5. Handling In-Tray Exercises
6. Tackling Written Tests

Mr. Anthony Wong
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Career Preparation Workshop
Prepare and Pitch –
Critical Face-to-Face Interview Skills in
Hong Kong & International Job Market

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Student Services>>
CRESDA System

15 Oct 2020 (Thu)
11:00 a.m. – 12:00 n.n.

1. Effective Self-Introduction for Job Interviews
2. Job Interview Manners – Before, During and After
3. Listening and Responding Skills
4. Handling Difficult Interview Questions
5. Managing Interview Stress
6. Preparing Questions for the Interviewer(s)

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https://www.cityu.edu.hk/sdy/webby/tpg/careerservice/
Career Preparation Workshop
Online Interview Techniques in Hong Kong & International Job Market

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Student Services>>
CRESDA System

1. Effective Self-Introduction for Job Interviews
2. Job Interview Manners – Before, During and After
3. Listening and Responding Skills
4. Handling Difficult Interview Questions
5. Managing Interview Stress
6. Preparing Questions for the Interviewer(s)

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Career Preparation Workshop

LinkedIn - Linkage to Your Career

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CRESDA System

15 Oct 2020 (Thu)
2:15 p.m. – 3:15 p.m.

21 Oct 2020 (Wed)
10:00 a.m. – 11:00 a.m.

1. How LinkedIn owns the Recruitment Process in the 21st Century
2. Using LinkedIn for Professional Networking and Job Searching
3. Creating a Professional Circle
4. Building a Professional Image through your LinkedIn Profile
5. Leveraging on Keyword Search
6. Using Multimedia Contents in LinkedIn
7. Choosing Appropriate Connections – Quality Over Quantity

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Career Preparation Workshop
Written Test Essentials in Mainland China Job Market

15 Oct 2020 (Thu)
3:15 p.m. – 4:45 p.m.

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1. Understand different types of written test
2. Winning written test preparation
3. Gain practical experience in handling written tests

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Career Preparation Workshop
Professional Imaging

19 Oct 2020 (Mon)
2:15 p.m. – 4:15 p.m.

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CRESDA System

1. Tips for proper make-up, hairstyle and dress code for networking events and interviews
2. The power of the right colours and the right styles
3. Individual advice on professional image

Ms. Gin Ho
Professional Image Advisor, Make-up & Hairstylist

All CityU Taught Postgraduate students are welcome to join!

This session will be conducted online via Zoom in English.

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Student Development Services
Career Preparation Workshop

Storytelling through Cover Letter

<table>
<thead>
<tr>
<th>Mainland China Job Market</th>
<th>HK &amp; International Job Market</th>
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<tbody>
<tr>
<td>20 October 2020 (Tue) 2:30 p.m. – 3:00 p.m.</td>
<td>28 October 2020 (Wed) 3:30 p.m. – 4:00 p.m.</td>
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1. Understand the contents and criteria of a good cover letter
2. Appropriate format and writing style
3. Develop your own story to match with the career opportunities
4. Accuracy, attractiveness and relevancy – A balanced mix for cover letter

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Career Coach and Trainer with 20+ years of HR management experience in Hutchison Whampoa (conglomerate), Nestle (FMCG), Sony (Hi-tech), Dairy Farm (Retail) and RedMart (eCommerce)

Ms. Dora Leung
Executive Coach and Management Consultant with 25+ years of senior management experience in FMCG, sales, marketing and supply chain

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Career Preparation Workshop

Impactful CV Writing

**Mainland China Job Market**
20 October 2020 (Tue)
1:00 p.m. – 2:30 p.m.

**HK & International Job Market**
28 October 2020 (Wed)
2:00 p.m. – 3:30 p.m.

1. CV 101 Quiz – Appropriate Formats and Contents
2. Basic Rules for CV Writing
3. Showcase Impactful Work Experiences
4. Appeal with Achievements – Achievements Come in All Shapes

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[QR Code for Enquiry]
Career Preparation Workshop
Match Talent and Passion

27 Oct 2020 (Tue)
2:00 p.m. – 3:00 p.m.

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1. What are our career choices – The four colours of different companies
2. 3-Circle Model – Needs, Activities and Roles
3. Ikigai – The linkage between the world and our strengths and passions

Ms. Dora Leung
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