CAREER PREPARATION WORKSHOP
Build your LinkedIn Profile for Career Success

All Taught Postgraduate students are welcome!

Date: 2 November 2021 (Tuesday)
Time: 2:00pm – 3:00pm
Language: English
Format: Online via Zoom

1. Understand the functions and features of LinkedIn
2. Create professional LinkedIn profile step by step
3. LinkedIn as career development tools

Speaker:
Mr. Steve Man
Career coach and trainer with 30+ years of HR management and as consultant for both local large corporations as well as multinationals in various industries including Higher Education, Public Organization, Trading and Manufacturing, Technology etc.

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Student Development Services
Enquiry:
3442 5591
tpg.career@cityu.edu.hk
https://www.cityu.edu.hk/edu/web/tpg/careerservice/
CAREER PREPARATION WORKSHOP
Preparing for Written Test in Mainland China Job Market

All Taught Postgraduate students are welcome!

Date: 8 November 2021 (Monday)
Time: 1:30pm – 3:00pm
Language: English
Format: Online via Zoom

1. Introduction of common types of written test in recruitment process
2. Identify the winning tips for different kinds of written test

Speaker: Ms. Joelan Wong
Executive coach, trainer and project consultant with 30+ years of Human Resources Management in various industries e.g. IT consulting, FMCG, engineering consulting, financial services, professional accounting and construction in Asia region

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CAREER PREPARATION WORKSHOP
Success Factors - Pre, During and Post Interview for Mainland China Job Market

All Taught Postgraduate students are welcome!

Date: 8 November 2021 (Monday)
Time: 3:30pm – 5:00pm
Language: English
Format: Online via Zoom

1. Techniques to prepare for different types of interviews
2. Critical non-verbal behaviours and gestures
3. Handle anxiety and create positive image during interviews

Speaker:
Ms. Joean Wong
Executive coach, trainer and project consultant with 30+ years of Human Resources Management in various industries e.g. IT consulting, FMCG, engineering consulting, financial services, professional accounting and construction in Asia region

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Network with your Coaches: An Experience Learning Workshop Practicing your Networking Skills

Practice your Networking Skills with our Career Coaches!

All Taught Postgraduate students are welcome!

16 November 2021 (Tuesday) 2:00 pm - 4:00 pm

Conduct in English Mandarin Cantonese

R4009, Judith and Gary Cheng Student Career Centre, Bank of China (Hong Kong) Complex

Mini workshop on networking and business etiquette skills

"Speed Networking" session with career coaches and other students

Speakers:
Career Coaches from Buddy Town with experience from all industries and professionals, e.g. Professional Services, FMCG, Education, Consulting, Retail, Public Organization and more!

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CAREER PREPARATION WORKSHOP
How to Stand out in Assessment Centre?

All Taught Postgraduate students are welcome!

**Date:** 17 November 2021 (Wednesday)
**Time:** 2:00pm – 3:30pm
**Language:** English
**Format:** Online via Zoom

1. Introduction of various assessment methods, e.g. group & in-tray exercises, for recruitment
2. Useful tips in participating different activities in assessment centre
3. Trial on sample assessment tools

**Speaker:**
**Dr. Flora Leigh**
Professional trainer, facilitator and coach and has served as the regional and global lead in people development of various multinational companies and sizable organizations across different industries. Has extensive experience in learning solutions design, talent management and career transition coaching

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CAREER PREPARATION WORKSHOP
How to Prepare a Remarkable CV Representing Yourself

All Taught Postgraduate students are welcome!

Date: 22 November 2021 (Monday)
Time: 2:00pm – 3:30pm
Language: Mandarin
Format: Online via Zoom

1. Characteristics of good CV
2. Tailor-made your CV for different job roles
3. Cases sharing from employer perspectives

Speaker:
Ms. Donna Yeung
20+ years of HR experience in multinational companies with last position of VP HR in Fashion Group China covering new business’ full HR set up; HR Digitalization; succession planning; company restructuring and cultural change

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How to Start a Finance Career in Hong Kong?

Career sharing from a Finance Veteran

- Practical tips for entering different kinds of Hong Kong financial institutions
- Advice to students in making their career choice and plan
- Strategy in competing with other applicants by taking relevant internship and study
- Advice to non-business, Mainland student who can’t speak Cantonese for job application
- Contingency plan with taking alternate jobs (versus dream jobs) and career development

26 November 2021 (Friday) 2:00pm - 3:30pm
Conduct in English
Online via Zoom

Mr. David Chang
David has just retired from Franklin Templeton Investments as CEO/Regional Head Greater China for last 20 years. Franklin Templeton is one of the world’s largest asset managers offering wide range of financial products. David is now serving as their Senior Advisor. In addition, he is also an independent board of advisor to the Family Office Association Hong Kong, chairing the philanthropy subcommittee. His prior career also included roles in trust and banking industry in Hong Kong and Sydney. David serves as a mentor in CEO Global, mentoring university students in HK on integrity leadership.

Mr. Steve Man
Career coach and trainer with 30+ years of HR management and as consultant for both local large corporations as well as multinationals in various industries including Higher Education, NGO, Trading and Manufacturing, Technology etc.

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