

# UNSW Professional Development Program (International Students) Semester 2, 2016

## Day 1: Mon 27<sup>th</sup> June

## Day 2: Tues 28<sup>th</sup> June

## Day 3: Wed 29<sup>th</sup> June

9:00-9:30	Introduction	9:00-11:15	Business Writing	9:00-9:15	Review Questions From Homework
9:30-10:45	Preparing for the Australian Workplace	11:15-11:30	BREAK	9:15-10:45	Professionalism & Business Etiquette Mock Interviews
10:45-11:00	BREAK	11:30-12:45	EXCELL: Speaking up in a Meeting	10:45-11:00	BREAK
11:00-12:15	EXCELL: Meeting Your Manager for the First Time	12:45-1:30	LUNCH	11:00-12:00	LinkedIn
12:15-1:15	Finding Work in Australia: Job Search Strategies	1:30-2:30	Interview Skills: STAR statements	12:00-12:45	LUNCH
1:15-2:00	LUNCH	2:30-2:45	BREAK	12:45-1:45	Speed Networking with Previous PDP Students
2:00-3:15	Customer Service and Telephone Skills	2:45-4:15	Networking	1:45-2:00	BREAK
3:15-3:30	Explanation of Interviews/panel/speed networking	4:15-4:30	Explanation of Homework	2:00 – 3:45	Graduate Panel Submit Feedback Form
3:30-3:45	Complete Feedback Form	4:30-4:45	Complete Feedback Form	3:45-5:00	End of Program Function

Key Dates: Interviews are on 30<sup>th</sup> June, you will need to keep this day free.

Most internships commence from 11<sup>th</sup> July, but can be flexible.