

Professional Employment Program Schedule

Thursday 23rd June 2011

Time	Topic
9:00 am EN413	Registration
9:30 am EN413	Welcome & Course Overview
9:45 am EN413	Careers and Current Trends in the ICT Industry <ul style="list-style-type: none"> ▪ Academic Welcome - Faculty of ICT – Associate Professor Sebastian Ng
10:15 am	Break – Morning Tea EN Level 6 Staff Room
10:45 am 3 groups	Employer Expectations and Employability Skills <ul style="list-style-type: none"> ▪ What is the most important selection criteria Australian employers look for? ▪ Identify your employability skills ▪ How to effectively present and discuss your employability skills in your resume and interview
11:30 pm 3 groups	Resumes <ul style="list-style-type: none"> ▪ Target your resume to a job using current protocols for content and presentation ▪ Examples of good and bad resumes
12:30 pm	Lunch
1:15 pm EN413	Internship Program <ul style="list-style-type: none"> ▪ Louise Kellerman and guest speakers explain the dynamics of the internship
1:45: pm EN413	Australian Workplace Culture and Equal Opportunity Employment International Careers Consultants <ul style="list-style-type: none"> ▪ How working in Australia different to your home country ▪ Useful strategies to aid the transition to working in Australia ▪ Equal opportunity in the Australian Workplace
2:30 pm	Break
2:45 pm EN413	Professional Year Program Overview
3:15 pm EN413	ICT Recent Graduate Guest Speaker Ahilen Gankadharn, Accenture
3:45 pm	Finish Homework – Review your resume and submit for marking tomorrow at 9.15am & review Australian Workplace Culture Case Study

Friday 24th June 2011

Day	Topic
9:15 am EN413	Registration and resume submission
9:30 am EN413	ICT Recent Graduate Guest Speaker Vivek Rangasany, Advantage Solutions
10.15 am 3 groups	Addressing the Key Selection Criteria and Writing Cover Letters <ul style="list-style-type: none"> ▪ Australian cultural awareness homework debrief ▪ Reading job advertisements ▪ How to address the Key Selection Criteria ▪ Learn how to target your cover letter to a job using current cover letter protocols for content and presentation ▪ Email etiquette ▪ Examples of good and bad cover letters
11:15 am	Break
11:30 pm 3 groups	Job Search Techniques <ul style="list-style-type: none"> ▪ Traditional job seeking methods ▪ Hidden job market ▪ Networking ▪ Informational Interviewing, What is it? How do you do it?
12:30pm	Lunch
1:30 pm EN413	Interviews - Louise Gravina Australian interview styles and employer expectations <ul style="list-style-type: none"> ▪ <i>Why ask me that?</i> Video
2:45 pm	Break
3:00 pm EN413	Industry Guest Speaker – ICT Trends, Using a Recruitment Agency
3:30 pm EN413	Interview Demonstration Role Play <ul style="list-style-type: none"> ▪ Louise Gravina, Careers Consultant
4:00 pm	Finish

Monday 27th June 2011

Day	Topic
9:15 am EN413	Registration
9:30 am EN413	Finalise arrangements for interviews & visits on Thursday (Break into Industry Visit Groups)
10:00 am EN413	Professional Communication Skills for International Students <ul style="list-style-type: none"> ▪ Guest Speaker – Jill Noble ▪ Communicating in the Australian workplace ▪ Strategies to develop your skills
11:00 am	Break
11:15 am 3 Groups	Interview Skills and Practice
12:15 pm	Lunch
1:00 pm EN413	Australia Computer Society Guest Speaker <ul style="list-style-type: none"> ▪ Jeanette Wirt
1:45pm	Break
2 – 4 pm	Individual Mock Interviews Formal practice interviews Students can expect to be interviewed for 30 mins and can leave after the interview See spreadsheet displayed in lecture theatre for locations and times

Tuesday 28th June 2011

Day	Topic
Refer to Industry Visit List provided for start time and further info	Industry Visits
11:30am	Travel back to Swinburne & Lunch
1:00pm EN413	Organisational Visit Review Presentation
2.30 pm	Break
2.45 pm EN413	Career Planning – Where to from here? <ul style="list-style-type: none">▪ Olivia Doyle, International Career Consultant
3.00 pm EN413	Visa/Skilled Migration Information <ul style="list-style-type: none">▪ Jensen Ma – Immigration Consultant Tan & Tan
3.30 pm	Final Address / Presentation of Certificates / Refreshments EN Level 6 Staff Room
4:00 pm	Conclusion of Program – Resume to be returned