

LSPR Communication & Business Institute

Prepared By:CEC		Working Instructions	Date: 01 March 2020
Checked By: MR			Revision: 00
Approval By: Vice Rector 3		Doc No : WI-CEC/CC/11/IKB/03/2020/00	Page:01 of 01
<p>1. Objectives:</p> <ul style="list-style-type: none"> • To Give Counseling to LSPR students related to Job/Workplace. • To Give information about future career base on their major in LSPR. • To motivate LSPR students to increase their skills and knowledge as an added value for themselves. 			
<p>2. The Programme</p> <ul style="list-style-type: none"> • Career Counseling Career Counseling is open for the students who want to consult to Careers & Employability Centre about their future career or something related to workplace. 			
<p>3. Phase of Process</p> <p>Career Counseling</p>			
No	Description and phase of Process	PIC	Document
1	Open for the students who want to consult during Careers & Employability Centre Working Hours (Monday to Friday)	Head Careers & Employability Centre Deputy Head Careers & Employability Centre	Log Book
2	Appointment with Head Careers & Employability Centre/Deputy Head Careers & Employability Centre	Head Careers & Employability Centre Deputy Head Careers & Employability Centre	Appointment Schedule
3	Identify the problem & solution	Head Careers & Employability Centre Deputy Head Careers & Employability Centre	Log Book
4	Conclusion	Head Careers & Employability Centre	Log Book

		Deputy Head Careers & Employability Centre	
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