

Prepared By : CEC	Working Instructions		Date: 01 March 2020
Checked By : MR			Career Guidance Seminar & Workshop
Approval By : Vice Rector 3	Doc No : WI-CEC/CGSW/10/IKB/03/2020/00	Page:01 of 01	
<p>1. Objectives:</p> <ul style="list-style-type: none"> • To Give information to LSPR students / prospective graduates about world of work. • To Give information about future career base on their major in LSPR. • To prepare the students / prospective graduates to face and compete with the business opportunity • To motivate LSPR students to increase their skills and knowledge as an added value for themselves. 			
<p>The Programme</p> <ul style="list-style-type: none"> • Career Guidance Seminar & Workshop Career Guidance Seminar & Workshop is for all the students in 8th semester. This seminar / workshop is set for the students/prospective graduates to enrich their skills/knowledge to prepare them in work place. In this programme, Careers & Employability Centre invite Keynote Speaker from Human Resources Department from Corporate Partner. They share to the students how to face the global work, how to prepare them self for business interview , how to make a good Curriculum Vitae (CV), how to dress properly, how to deal with Human Resource's company, etc. 			
<p>3. Phase of Process</p>			
Career Guidance Seminar & Workshop			
No	Description and phase of Process	PIC	Document
1	Set in the early of even semester (around February or March). Especially for semester 8 students.	Head Careers & Employability Centre, Deputy Head Careers & Employability Centre	Proposal Poster Welcome Banner
2	Invite Keynote Speaker especially High level Human Resources Practitioner from Corporate Partner to share about the working place.	Head Careers & Employability Centre Deputy Head Careers & Employability Centre	Invitation Letter Email

3	Invite the Students by email blast & Social Media	CEC Officer	Email Social Media LSPR
4	Execute The Event	Head Careers & Employability Centre Deputy Head Careers & Employability Centre CEC Officer	Attendance
5	Spread the Feedback Form to participants	CEC Officer	Feedback Form
6	Evaluation of the event	Deputy Head Careers & Employability Centre CEC Officer	Post Event Report

