

LSPR Communication & Business Institute

Prepared By: CEC	<b>Working Instructions</b>	Date: 01 March 2020
Checked By: MR		<b>Industrial Gathering</b>
Approval By: Vice Rector 3	Doc No : WI-CEC/IG/13/IKB/03/2020/00	Page : 01 of 01

**1. Objectives:**

- To gather all the corporate partners of LSPR as the appreciation to have collaboration with LSPR
- To give information about current situation in LSPR and also the students.
- To provide networking opportunity among LSPR corporate partners

**2. The Programme**

• **Industrial Gathering**

In this event many companies from many industries participate. LSPR Careers & Employability Centre (CEC) provide the sharing session about trends or talents issues or human resources that will be good input for LSPR. In addition to establishing closeness LSPR and corporate partners, in this event the participants also will have networking with others company. For specific event we can specify into Human Resources Gathering that only invite human resources practitioner from corporate partners.

**Industrial Gathering**

No	Description and phase of Process	PIC	Document
1	Careers & Employability Centre send the Proposal to Corporate Partner through email to join Industrial Gathering	Head Careers & Employability Centre Deputy Head Careers & Employability Centre Deputy Manager Careers & Employability Centre	Proposal Invitation Letter
2	Careers & Employability Centre receives responses through email from Corporate Partners to join Industrial Gathering	Head Careers & Employability Centre Deputy Head Careers & Employability Centre CEC Officer	Confirmation Email

3	CEC will make the standard poster & welcome banner for Industrial Gathering .	CEC Officer	Poster Welcome Banner Email, Social Media
4	Execute The Event	Head Careers & Employability Centre Deputy Head Careers & Employability Centre Deputy Manager Careers & Employability Centre CEC Officer	Attendance Slide Presentation
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

