

LSPR Communication & Business Institute

Prepared By: CEC	Working Instructions	Date: 01 March 2020
Checked By: MR		Mentorship Programme
Approval By: Vice Rector 3	Doc No : WI-CEC/MP/15/IKB/03/2020/00	Page : 01 of 01

1. Objectives:

- 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.

2. The Programme

• **Mentorship Programme**

Mentorship Programme is for Top Ten or Top Fifteen Students in each major and each batch. The Workshop will invite successful alumni per major. They will share to the students about the journey of their career and success.

Mentorship Programme

No	Description and phase of Process	PIC	Document
1	Set in the middle of even semester	Head Careers & Employability Centre Deputy Head Careers & Employability Centre CEC Officer	Proposal Poster Welcome Banner
2	Invite Keynote Speaker from Human Resources Department from successful alumni.	Head Careers & Employability Centre Deputy Head Careers & Employability Centre CEC Officer	Invitation Letter Email
3	Invite Top Ten or Top Fifteen Students from Semester 4,6,8	CEC Officer	Attendance, Email, Social Media
4	Execute The Event	Head Careers &	Attendance

		Employability Centre Deputy Head Careers & Employability Centre CEC Officer	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

