



Professional Development 2021-22 —

Professional Certificate of Career Planning

under Covid-19 and Economic Depression

INTRODUCTION

Whether you are seeking a new job or preparing to make a move, it is an excellent time to get ready for it.

This course is an action-oriented and skill-based programme designed to help job seekers and career activists get ready for their new chapter. Participants will undertake in a structured and focused approach to planning and developing their job search process.

TUTOR



DR. DAVID MUI

LECTURER, UNIVERSITY OF
SUNDERLAND IN HONG KONG

The Practice Leader who has more than 30 years of business, consulting, human capital, and leadership coaching experience from international companies.

HOW TO APPLY

SCAN HERE

to download the application form



COURSE OUTLINE

01

Powerful Start

- Overview of the programme
- Job search process
- Identify personal motivational factors



02

Play to your Strengths

- Use strength-based approach
- Explain and review Style Report
- Use the profile for job search and future work engagement



03

Impactful Resume

- Learn the format of resume
- Collect critical career information
- Tailor resume for different job applications



04

Impressive Interview

- Learn the interview's roles and expectations
- Acquire tips for impressive interview
- Presenting yourself
- Create an impression professionally



By the end of the module you should be able to:

1. Gain self-awareness in the key personal domains
2. Identify personal strengths
3. Assess unique critical strengths and identify value propositions
4. List the sources of job opportunities
5. Develop an impactful resume
6. Prepare for impressive interviews

CLASS SCHEDULE

Two Wednesday & Thursday
26, 27 May & 2, 3 June 2021,
7:00 PM to 9:00 PM

COURSE FEE

HK\$2,500

DELIVERY MODE

Face to face / Online Classes

MEDIUM OF INSTRUCTION

Cantonese with English Materials

MATERIALS

- Power points
- Personality profile report
- Activities
- A complimentary workbook

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