





# Career Development Seminar

## Weekend Seminar

**Friday 20<sup>th</sup> May 2011, 14:00 - 19:00**  
**Saturday 21<sup>st</sup> May 2011, 09:00 - 18:00**  
**Sunday 22<sup>nd</sup> May 2011, 09:00 - 17:00**

### Would you like to:

-  **do a Practical semester or work experience semester in another country?**
-  **work in another country when you have finished your studies?**
-  **work for an international company in Germany in the future?**
-  **work for an international company in another country in the future?**
-  **travel the world and work for different companies?**
-  **know how to apply for a job in an English speaking company?**

If you have answered **yes** to any of the above questions then these workshops are for you.

### Contents:

- 1. Job application process**
  - a prerequisite for a successful application
  - Application letters and CVs (you will produce your own)
  - Application forms and covering letters
  - Psychometric Tests and what they are used for
  - Email etiquette
- 2. Interviews**

you never get a second chance to make a good first impression.

  - What usually happens in an interview
  - Questions you should be asking at an interview
- 3. Powerful Presentations**

the difference between a good and great presentations

  - Organization of information and content
  - Presentation styles across International and Cultural boundaries
- 4. Power Point**

visual display - information design

  - Beginners to advanced
  - Special features and effects

**Trainers:** Audrey Fernandes-Diehl, Rosi Hoffmann, Michael Taweel

**Language:** The language of the workshops will be English to prepare you for the global environment.

**Methods:** Lectures, examples, discussions and practical exercises (hands-on)

**Location:** RheinMoselCampus Room A103

**Registration** Registration and information : Ms A. Fernandes- Diehl : [fernandes-diehl@fh-koblenz.de](mailto:fernandes-diehl@fh-koblenz.de)  
(Please include FB, mat. no. and telephone no.)