

# Free Academic Skills & Career Workshops (Sem 1, 2018)

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► **ACADEMIC SKILLS WORKSHOP** ► **CAREER WORKSHOP**

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>5 March</b>	<p>5 <b>Analysing and answering assignment questions</b> 10:30am-12:30pm Mt Albert 180-2043</p> <p><b>Writing a good paragraph</b> 1pm-3pm Mt Albert 180-2043</p>	6	7	8	<p>9 <b>Notetaking and Notemaking</b> 1pm-3pm Mt Albert 180-2043</p> <p><b>How to get a job in 2018</b> 1pm-2pm Mt Albert 182-1001</p>	10
<b>12 March</b>	<p>12 <b>Analysing and answering assignment questions (repeat)</b> 10:30am-12:30pm Mt Albert 180-2043</p> <p><b>APA referencing</b> 1pm-3pm Mt Albert 180-2043</p>	13	<p>14 <b>Understanding what you have to offer employers</b> 1pm-2pm Mt Albert 182-1001</p>	15	<p>16 <b>Key study skills</b> 1pm-2pm Mt Albert 180-2043</p> <p><b>Report writing essentials</b> 2pm-3pm Mt Albert 180-2043</p> <p><b>International Career Series, Starting your career in NZ</b> 2pm-4pm Mt Albert 182-1001</p>	17
<b>19 March</b>	<p>19 <b>Academic writing (English Language Focus)</b> 1pm-3pm Mt Albert 180-2043</p>	<p>20 <b>Paraphrasing: Writing effectively in your own words</b> 12:30pm-2:30pm Mt Albert 182-1002</p>	21	22	<p>23 <b>Effective strategies for academic reading</b> 1pm-2pm Mt Albert 180-2043</p> <p><b>Writing CVs and Cover Letters</b> 1pm-2pm Mt Albert 182-1001</p>	<p>24 <b>Introduction to academic writing</b> 10am-3pm Mt Albert 180-2043</p>
<b>26 March</b>	<p>26 <b>Report writing essentials (repeat)</b> 1pm-2pm Mt Albert 180-2043</p> <p><b>Tips for assignment writing</b> 2pm-3pm Mt Albert 180-2043</p>	27	<p>28 <b>How to study effectively</b> 1pm-2pm Waitākere 510-3040</p>	<p>29 <b>APA referencing (repeat)</b> 10:30am-12:30pm Mt Albert 180-2043</p> <p><b>Critical thinking</b> 1pm-2pm Mt Albert 180-2043</p>	<p>30 Good Friday Holiday</p>	1
<b>2 April</b>	<p>2 Easter Monday Holiday</p>	<p>3 Unitec Holiday</p>	4	<p>5 <b>Time management</b> 11am-12pm Waitākere 510-3040</p>	<p>6 <b>International Career Series, Developing your Personal Brand</b> 2pm-4pm Mt Albert 182-1001</p>	7

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>2 April</b>	2 <i>Easter Monday Holiday</i>	3 <i>Unitec Holiday</i>	4	5 <b>Time management</b> 11am-12pm <i>Waitākere 510-3040</i>	6 <b>International Career Series, Developing your Personal Brand</b> 2pm-4pm <i>Mt Albert 182-1001</i>	7
<b>9 April</b>	9 <b>Essay writing essentials</b> 4pm-6pm <i>Mt Albert 180-2043</i>	10	11	12 <b>How to read a journal article</b> 4pm-5:30pm <i>Mt Albert 180-2043</i>	13 <b>Job search – how to create and spot opportunities in 2018</b> 1pm-2pm <i>Mt Albert 180-2043</i>	14
<b>16 April</b>	16 <b>Career forum – Q&amp;A session</b> 1pm-2pm <i>Mt Albert 180-2043</i>	17	18	19	20	21
<i>Mid semester break 16-27 April</i>						
<b>23 April</b>	24	24	25 <i>ANZAC Day</i>	26	27	28
<i>Mid semester break 16-27 April</i>						
<b>30 April</b>	30	1	2	3	4 <b>Interview preparation</b> 1pm-2pm <i>Mt Albert 180-2043</i>	5
<b>7 May</b>	7	8 <b>APA referencing (repeat)</b> 1pm-3pm <i>Mt Albert 180-2043</i>	9	10	11 <b>MBTI personality workshop</b> 1pm-2pm <i>Mt Albert 180-2043</i>	12
<b>14 May</b>	14	15	16	17	18	19
<i>No workshops this week</i>						
<b>21 May</b>	21 <b>Job search – how to create and spot opportunities in 2018</b> 12:30pm-1:30pm <i>Mt Albert 180-2043</i>	22	23	24	25	26
<b>28 May</b>	28 <b>CV writing tips</b> 10:30am-11:30am <i>Mt Albert 180-2043</i>	29	30	31 <b>Understanding what you have to offer employers – developing your personal brand</b> 1pm-2pm <i>Mt Albert 180-2043</i>	1	2
<b>4 June</b>	4	5	6	7	8 <b>Interview skills preparation</b> 1pm-2pm <i>Mt Albert 180-2043</i>	9