

# Free Academic Skills & Career Workshops

Book workshops online at <https://tpa.unitec.ac.nz/learningcentre>



Semester Two, 2018 Workshops

» [Academic Skills Workshop](#)

» [Career Workshop](#)

Week	Monday	Tuesday	Wednesday	Thursday	Friday
30 July-August	<p>30 <b>Time Management</b> 3pm-4pm Waitakere 510:3037</p> <p><b>Analysing and answering assignment questions</b> 10.30-12.30 (Mt Albert 180-2043)</p> <p><b>Writing a good paragraph</b> 1.00pm – 2.30pm (Mt Albert 180-2043)</p>	31	1	2	<p>3 <b>Taking notes in lectures</b> 1.00pm-2:00pm (Mt Albert 180-2043)</p> <p><b>CV and Cover Letter Essentials</b> 2.00-3.00pm (Mt Albert 180-2043)</p>
6 August	<p>6 <b>Tips for assignment Writing</b> 10.30-11.30am (Mt Albert 180-2043)</p> <p><b>Key study skills</b> 11.45am–12.45pm (Mt Albert 180-2043)</p>	7	<p>8 <b>Effective strategies for academic reading</b> 3.00pm-5.00pm (Mt Albert 182-1001)</p> <p><b>Stand out from the crowd – Developing your Personal Brand</b> 1.00-2.00pm (Mt Albert 182-1003)</p>	<p>9 <b>Establishing an Effective Study Routine (preview, review and notetaking)</b> 3-4pm (Waitakere 510:3037)</p>	<p>10 <b>APA referencing</b> 1:00pm-3:00pm (Mt Albert 180-2043)</p> <p><b>International Career Series – Starting your career in NZ</b> 1.00-3.00pm (Mt Albert 183-1001)</p>
13 August	<p>13 <b>Report writing essentials</b> 10.30 – 11.30am (Mt Albert 180-2043)</p> <p><b>Critical thinking</b> 11.45am – 12.45pm (Mt Albert 180-2043)</p>	<p>14 <b>Paraphrasing: Writing effectively in your own words</b> 4pm-6pm (Mt Albert 180-2043)</p>	15	<p>16 <b>APA Referencing</b> 2.00 – 3.30pm (Waitakere 510-3011)</p>	<p>17 <b>Proofreading Strategies</b> 1.00– 2.30pm (Mt Albert 180-2043)</p> <p><b>International Career Series - Developing your Personal Brand</b> 1.00 – 2.00pm (Mt Albert 183-1001)</p>
20 August	<p>20 <b>APA referencing</b> 10.30 am-12.30pm (Mt Albert 180-2043)</p> <p><b>How to read a journal article</b> 1.00-2:30pm (Mt Albert 180-2043)</p>	<p>21 <b>Critical thinking</b> 3pm-4pm (Waitakere 510:3011)</p>	<p>22 <b>Essay writing essentials</b> 3pm-5pm (Mt Albert 182-1001)</p>	23	<p>24 <b>Writing a literature review</b> 2-3pm (Mt Albert 180-2043)</p> <p><b>Making the most of Expos and other Employment Opportunities</b> 1.00 – 2.00pm (Mt Albert 183-1001)</p>

Learning and Achievement, Mt Albert campus, Te Puna Building 180/2060. Waitākere campus, Building 520/3011. Freephone Student Success: **0800 10 75 10**

Other free services: Appointments (group and individual; online); drop in sessions (no appointments necessary). Online resources: <https://libguides.unitec.ac.nz/studytoolbox>

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27 August-September	27 <b>Academic Writing (English Language Focus)</b> 10:30pm-12.30pm (Mt Albert 180-2043)	28	29 <b>Volunteer Expo</b> 11.00am – 2.00pm Level 1 Te Puna	30 <b>Oral Presentations</b> 10.30 – 12.00pm (Waitakere 510-3011)	31
3 September	3 <b>Oral Presentations</b> 1.00-3.00pm (Mt Albert 180-2043)	4	5	6	7 <b>Looking for a job? Here's how!</b> 1.00 – 2.00pm (Mt Albert 180-2043)
10 September	No workshops this week				
17 September	17 <b>Making a good impression with employers. Preparing for Career Expos and Networking</b> 1.00 – 2.00pm (Mt Albert 180-2043)				
24 September	24	25	26	27	28 <b>Making the most of your online presence</b> 1.00 – 2.00pm (Mt Albert 180-2043)
1-14 October	No workshops for 2 weeks				
15 October	15 <b>CVs and Cover Letter Essentials</b> 1.00pm – 2.00pm (Mt Albert 180-2043)	16	17	18	19
22 October	22 LABOUR DAY PUBLIC HOLIDAY	23	24 <b>Looking for a job? Here's how!</b> 1.00 – 2.00pm (Mt Albert 182-1002)	25 <b>Preparing for Interviews and making the shortlist</b> 1.00 – 2.00pm (Mt Albert 180-2043)	26

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