



## Course Unit: Career Development Workshop

<b>Semester</b>	Summer
<b>Hours per week</b>	Workshop
<b>Contact hours (total)</b>	24
<b>Individual study</b>	10

<b>Language of Tuition/Assessment</b>	English
<b>Group size (max)</b>	30
<b>ECTS credits</b>	2.5
<b>Lecturer</b>	Diehl

### Objectives:

This workshop is aimed at students who are planning to

- do a practical semester or work experience semester in another country
- work in another country after their final exams
- work for an international company in their own country in the future
- work for an international company in another country
- travel the world and work for different companies
- to apply for a job in an English speaking company.

### Content:

#### Job Application Process

- Application letters and CVs (you will produce your own)
- Application forms and covering letters
- Psychometric Tests and what they are used for
- Dos and don'ts of online applications
- E-mail etiquette

#### Interviews

- What usually happens in an interview
- Questions you should be asking at an interview

#### Powerful Presentations

- Organization of information and content
- Presentation styles across international and cultural boundaries

#### Power Point

- Beginners to advanced  
Special features and effects

### Method:

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