

# Programme

## COUNSELLING AND CAREER DEVELOPMENT

### ENHANCE YOUR EMPLOYABILITY

MODE: MS TEAMS

DATE: 26 NOVEMBER 2021

TIME: 09H00-13H00

Link to Join: <https://bit.ly/3ngzZhH>

Registration Form: <https://bit.ly/2YKQY2f>

#### Purpose

The purpose of the session is to help UNISA students enhance their employability skills for the global work environment. This will be implemented through an awareness about 4IR skills needed by potential employers, practical CV writing skills and strategies for success in virtual interviews.

Programme Director: Ms Somtsewu

09:00- 09:15	Welcome and purpose (Mr Nkgoang-)
09:15-09:40	Self-awareness: Transferable skills and how to develop them (Dr Sitshange)
09:40- 10:15	What employers want from students and graduates: Mr Ngozi (PPS)
10:15- 11:15	Practical CV writing skills: EC Department of Employment and Labour
11:15- 11:45	Interview preparation skills / a focus on virtual interviews (UNISA EC HR)
11:45 -12h10	Questions and Answer section
12:10- 13h00	<b><u>Reflections from UNISA EC Students- experiences:</u></b> <ul style="list-style-type: none"><li>- Job search and Covering letter</li><li>- Volunteering and its benefits for my career development (Ms Mba)</li></ul>
13:00-13:10	Closure and evaluation: Ms Somtsewu