

Free Academic Skills and Careers Workshops

Book workshops online at tpa.unitec.ac.nz/learningcentre



Semester One 2019

» Academic Skills Workshops

» Career Workshops

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4 March	4 Analysing and answering assignment questions 1pm - 3pm Mt Albert 180-2043	5 Taking Notes in Lectures 10am - 10:50am Mt Albert 180-2043	6 Career Essentials: Making a good impression with employers. Preparing for Career Expos and Networking 1pm - 2pm Mt Albert 182-2001	7 Writing a good paragraph 1pm - 2:30pm Mt Albert 180-2043	8	9
11 March	11 APA referencing 3pm - 5pm Mt Albert 180-2043	12 Analysing and answering assignment questions (repeat) 10am - 12pm Mt Albert 180-1043	13 Career Essentials: CV Workshop 11am - 1pm Mt Albert 183-2002 <i>Bring a hard copy of your CV</i>	14 Key study skills 11am - 12pm Mt Albert 182-2002	15 Time management 11am - 12pm 510-3045 Waitākere International Career Series - Starting your career in NZ 1pm - 2pm Mt Albert 115-1008	16
18 March	18 Academic writing (English Language Focus) 1pm - 3pm Mt Albert 180-2043	19 Effective strategies for academic reading 1pm - 2pm Mt Albert 115-1023 Report writing essentials 3pm - 4pm Mt Albert 180-2043	20 Paraphrasing: Writing effectively in your own words 3pm - 5pm Mt Albert 182-1003 Career Essentials: Looking for a job? Here's how! 1pm - 2pm Mt Albert 182-2001	21 How to read a journal article 3pm - 4:30pm Mt Albert 182-1003	22 International Career Series - Interview Techniques 1pm - 2pm Mt Albert 115-1008	23 Introduction to academic writing 10am - 1pm Mt Albert 180-2043
25 March	25 Report writing essentials (repeat) 1pm - 2pm Mt Albert 180-2043	26 Oral Presentations 1pm - 3pm Mt Albert 115-1023	27 Tips for assignment writing 2pm - 3pm Mt Albert 182-2001	28 Critical thinking 1pm - 2pm Mt Albert 182-2002	29	30
1 April	1	2 How to study effectively 3pm - 4pm 510-3040 Waitākere	3 Career Essentials: Preparing for Interviews and making the shortlist 1pm - 2pm Mt Albert 182-2001	4 Oral Presentations 10:30am - 12pm 510-3038 Waitākere	5	6
8 April	8	9 Essay writing essentials 3pm - 5pm Mt Albert 180-2043	10 GRADUATION	11	12	13
15 - 26 April	15 22 Easter Monday	16 23	17 24	18 25 Anzac Day	19 26 Good Friday	20 27
No workshops in mid-semester break and Easter public holiday; staff available for appointments.						
29 April	29	30	1	2	3	4
6 May	6 Career Essentials: Making the most of Expos and other Employment Opportunities 1pm - 2pm Mt Albert 180-2043	7	8	9	10 Career Essentials: CV Workshop 1pm - 2pm Mt Albert 115-1008 <i>Bring a hard copy of your CV</i>	11
13 May	13	14	15 VOLUNTEER EXPO 11am - 1pm Mt Albert, Level 1, Te Puna	16	17	18
20 May	20 Career Essentials: Looking for a job? Here's how? 1pm - 2pm Mt Albert 180-2043	21	22	23	24	25

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).

Book for appointments at AskMe desk, Level 1 Te Puna or Freephone Student Success **0800 10 75 10**

Online resources at careers.unitec.ac.nz and libguides.unitec.ac.nz/studytoolbox