Module Timetable

Audit 2024

Workshop & Assignment Timetable

Session or Assessment Title	Mode	Details	Date	Time
First Group Session: Introduction & Project Grouping	In Person	**Room 202, 2nd Floor, Phoenix House**	25.01.24	4:00-5:00pm
Complete Skills Audit and Reflective PDF	Individual	Due Date	07.02.24	5.00 pm
Workshop 1: Mapping Skills onto Career Options	In Person	**Room 202, 2nd Floor, Phoenix House**	08.02.24	4:00-6:00 pm
Workshop 2: Networking with Confidence	In Person	**Room 202, 2nd Floor, Phoenix House**	22.02.24	4:00-6:00 pm
Poster presentation event - optional	In Person	**Room 201, 2nd Floor, Phoenix House**	07.03.24	4:00-5:30pm
Workshop 3: Navigating the Emotions of Planning & Managing your Career	Remote Online		14.03.24	N/A
Workshop 4: The Art and Craft of a Great CV & Cover Letter	Remote Online		21.03.24	N/A
Workshop 5: Presenting your Best Self at an Interview	Remote Online		28.03.24	N/A
Workshop 6: Intercultural competence and the Global Workplace	Remote Online		11.04.24	N/A
Workshop 7: Designing your Career	In Person	**Room 201, 2nd Floor, Phoenix House**	18.04.24	4:00-6:00pm

Timeline of Module Commitments

Pre-Module:
- Skills Audit and Reflective PDF: 3 hours
- Introduction to the Module Podcast and Student Handbook: 1 hour

During Module:
- Online sessions: 2 hours each (you can pause, reflect, and restart these at any stage)
- Face-to-face sessions: 2 hours each
- Reflective journal entries: 1 hour per week (these are optional but recommended)
- Prepare/apply/reflect/recall/extend tasks: 1 hour per week (these are optional but recommended)
- Optional additional webinars: 1 hour each (some available on MyCareer resources, some live, dates tbc)