



Strengthening Career Centres in Central Asia Higher Education
Institutions to empower graduates in obtaining and creating
quality employment

4th Training Module:

CAREER CENTRES AND STUDENTS: JOB PREPARATION TRAINING AND INTERNSHIPS

29th September - 2nd October 2015
Khujand Polytechnic Institute
of Tajik Technical University

Del. 2.2.1 4th UNIWORK Training Module: *CAREER CENTRES AND STUDENTS: JOB PREPARATION TRAINING AND INTERNSHIPS*

This module will focus on services offered by Career Centres to improve students' chances at finding quality employment.

**Objectives &
Expected results**

The module will centre on:

- Student internships, both paid and non-paid, national or international.
- Soft skills training for students (preparing CVs, job applications and interviews, communication skills).
- Career counselling for students

AGENDA

UNIWORK TRAINING MODULE 4: CAREER CENTRES AND STUDENTS: JOB PREPARATION TRAINING AND INTERNSHIPS

29/09/2015 (TUESDAY)			Venue: Khujand Polytechnic Institute of Tajik Technical University Lenin St. 226, 735700 Khujand
From	To	Duration	
13.00	13.30	30'	Bus transfer from the hotel to KPITTU
13.30	13.45	15'	Registration
13.45	15.15	90'	<i>LUNCH</i>
15.15	15.45	30'	OFFICIAL WELCOME & PRESENTATION OF AGENDA Prof. Dilafruz Sanginova , Director of KPITTU Cristina Beans, University of Alicante
15.45	16.45	60'	SHEFFIELD'S CAREERS SERVICE: AN OVERVIEW Sara Pates, Sheffield University
16.45	17.30	45'	<i>Visit to KPITTU Career Centre</i>
17.30	18.00	30'	Bus transfer from KPITTU to the hotel

30/09/2015 (WEDNESDAY)			Venue: Khujand Polytechnic Institute of Tajik Technical University Lenin St. 226, 735700 Khujand
From	To	Duration	
08.30	09.00	30'	Bus transfer from the hotel to KPITTU
09.00	10.00	60'	TRANSITIONAL SUPPORT Sara Pates, Sheffield University
10.00	11.00	60'	STUDENT SUPPORT Sara Pates, Sheffield University
11.00	11.30	30'	<i>COFFEE BREAK</i>
11.30	12.30	60'	SOFT SKILLS: INTERCULTURAL COMMUNICATION, TEAMWORK, PRESENTATION TECHNIQUES IN THE FHJ CURRICULA Rene Wenzel & Birgit Burböck, FH Joanneum
12.30	12.45	15'	DEVELOPMENT OF STUDENTS' COMMUNICATION SKILLS AT BAFE Cholpon Seitova, Bishkek Academy of Finance and Economics
12.45	13.00	15'	CAREER CENTRE TECHNOPARK OF KPITTU - INTERNSHIP FOR STUDENTS. Ms. Sulhiya BAHODUROVA, Khujand Polytechnic Institute of Tajik Technical University
13.00	14.30	90'	<i>LUNCH</i>
14.30	15.30	60'	DIFFERENT TYPES OF INTERNSHIPS: ACADEMIC AND PRE-PROFESSIONAL Victor Climent, University of Alicante

15.30	16.30	60'	INTERNSHIPS – TARGETS: STUDENT ACTIVITIES, ROLE OF ACADEMIC TUTOR AND COMPANY TUTOR Victor Climent, University of Alicante
16.30	16.45	15'	VERIFIED CV. IMPLEMENTATION OF SHEFFIELD UNIVERSITY CAREER CENTRE'S EXPERIENCE IN KPITTU. Shuhrat Maqsudov, Khujand Polytechnic Institute of Tajik Technical University
17.00	19.00	120'	<i>Social Outing: Sightseeing in Khujand</i>
19.00	19.30	30'	Bus transfer from KPITTU to the hotel

01/10/2015 (THURSDAY)			Venue: Khujand Polytechnic Institute of Tajik Technical University Lenin St. 226, 735700 Khujand
From	To	Duration	
08.30	09.00	30'	Bus transfer from the hotel to KPITTU
09.00	10.00	60'	INTERNSHIPS – LEGAL FRAMEWORK: HISTORIC EVOLUTION AND RELATIONSHIP WITH THE CHARACTERISTICS OF THE UNIVERSITY LABOUR MARKET Victor Climent, University of Alicante
10.00	11.00	60'	INTERNSHIPS AT FHJ: HOW TO GET A POOL OF COMPANIES FOR INTERNSHIPS. HOW TO HANDLE AND SUPERVISE THEM Rene Wenzel & Birgit Burböck, FH Joanneum
11.00	11.30	30'	<i>COFFEE BREAK</i>
11.30	12.30	60'	PLACEMENTS & INTERNSHIPS AT SHEFFIELD Sara Pates, Sheffield University
12.30	12.45	15'	ORGANISATION OF STUDENTS' PAID SUMMER INTERNSHIP AT BAFE Lyudmila Maslova, Bishkek Academy of Finance and Economics
12.45	13.00	15'	INTERNSHIPS AT NEU Nazym Arzimbetova, T.Ryskulov New Economic University
13.00	13.15	15'	APPLICATION OF DUAL EDUCATION SYSTEM Olga Shornikova, Sh.Ualikhanov Kokshetau State University
13.15	13.30	15'	STUDENT INTERNSHIPS AT TSIEM Gulshirin Annadurdiyeva & Aygozel Arlanova, Turkmen State Institute of Economics and Management
13.30	15.00	90'	<i>LUNCH</i>
15.00	17.00	120'	INTERNSHIPS WORKSHOP: SWOT ANALYSIS APPLIED TO EACH CENTRAL ASIAN COUNTRY. Led by Victor Climent, University of Alicante
17.00	17.30	30'	Bus transfer from KPITTU to the hotel
19.50	Meet in Hotel Lobby		<i>Official Dinner offered by Khujand Polytechnic Institute of Tajik Technical University</i>

02/10/2015 (FRIDAY)			Venue: Khujand Polytechnic Institute of Tajik Technical University Lenin St. 226, 735700 Khujand
From	To	Duration	
09.00	09.30	30'	Bus transfer from the hotel to KPITTU
09.30	11.30	120'	WORKSHOP: REFLECTION ON TM4 AND APPLICATION TO DESIGN A NEW/ENHANCED SERVICE FOR CAREER CENTRES IN THE FRAMEWORK OF UNIWORK WP5
11.30	12.00	30'	COFFEE BREAK
12.00	13.00	60'	UNIWORK WP2: CAPACITY BUILDING – DISCUSSION OF TRAINING EXPERIENCE, PRACTICAL PLACEMENT, ONLINE COURSES Led by Cristina Beans, University of Alicante
13.00	13.30	30'	GENERAL DISCUSSION ON UNIWORK
13.30	15.00	90'	LUNCH
15.00	15.30	30'	Bus transfer from KPITTU to the hotel