

IPA WORKSHOPS

ACADEMIC & WORKPLACE ESSENTIAL SKILLS FOR STUDENTS

PRESENTATION &
COMMUNICATION

ESSAY WRITING

RESUME WRITING,
INTERVIEWS & MORE

The Institute of Public Accountants Intensive Training Course

The aim of the workshop is to improve your communication skills, to develop crucial essay writing techniques and to learn the tips on interviews tactics, composing your resume and other formal professional communication channels such as emailing your clients.

At the end of the workshops, students are expected to be confident and ready to pursue their university degree, IPA Program and applying for jobs.

Workshops dates

A – Introduction about IPA & Basic Presentation Skills

Monday 23 July, 2012

B – Essays Writing Skills & Practice

Monday 30 July, 2012

C – Bibliography/ Reference & Communication Skills

Monday 6 August, 2012

D- Resume Writing, Interviews & Formal Communication

Monday 13 August, 2012

Workshop Costs (GST inc.)

Workshop A - \$10

Workshop B - \$30

Workshop C - \$30

Workshop D - \$40

Combination - \$100 (discounted)

Details

Please refer to next page for workshop programs. For each workshop, student can choose between morning & afternoon sessions. Morning & afternoon tea will be provided. Please be 15 mins early.

Morning sessions start at 10:00AM.
Afternoon sessions start at 2:00PM.

Preparation

Please bring to workshops:

- ✓ *Small notebook*
- ✓ *Any questions you have about the topic of the day.*

Registration & Payment

Registration is essential since each workshop only has a limit of 30 students. Booking is to be made 1 week prior to the workshop.

Students can register via sending email with their names, institutions, titles and the workshops they want to attend to:

vicki.le@publicaccountants.org.au

Payment is to be made on workshop dates in cash. Exact change only please.

Location

IPA Centre, Level 14, 447 Kent Street, Sydney, NSW 2000

Workshop A Program

MONDAY 9 JULY (MORNING) A1

- 10AM INTRODUCTION ABOUT THE IPA
- 10.30 CORE ELEMENTS OF PRESENTATION
- 11AM MORNING TEA & NETWORKING
- 11:30 SCENARIO PRACTICE
- 12:30 CONCLUSION

MONDAY 9 JULY (AFTERNOON) A2

- 2PM INTRODUCTION ABOUT THE IPA
- 2.30 CORE ELEMENTS OF PRESENTATION
- 3PM MORNING TEA & NETWORKING
- 3:30 SCENARIO PRACTICE
- 4:30 CONCLUSION

Workshop C Program

MONDAY 23 JULY (MORNING) C1

- 10AM BIBLIOGRAPHY COMPOSING SKILLS
- 11:30 MORNING TEA & NETWORKING
- 11:45 VIDEO ON COMMUNICATIONS
- 12:00 COMMUNICATION WORKSHOP
- 1PM CONCLUSION

MONDAY 23 JULY (AFTERNOON) C2

- 2PM BIBLIOGRAPHY COMPOSING SKILLS
- 3:30 MORNING TEA & NETWORKING
- 3:45 VIDEO ON COMMUNICATIONS
- 4PM COMMUNICATION WORKSHOP
- 5PM CONCLUSION

Workshop B Program

MONDAY 16 JULY (MORNING) B1

- 10AM ESSAY WRITING SKILLS
- 11AM MORNING TEA & NETWORKING
- 11:15 WORKSHOP PRACTICE
- 12PM STUDENT'S WORK REVIEW
- 12:30 CONCLUSION

MONDAY 16 JULY (AFTERNOON) B2

- 2PM ESSAY WRITING SKILLS
- 3PM MORNING TEA & NETWORKING
- 3:15 WORKSHOP PRACTICE
- 4PM STUDENT'S WORK REVIEW
- 4:30 CONCLUSION

Workshop D Program

MONDAY 30 JULY (MORNING) D1

- 10AM HOW TO WRITE YOUR RESUME
- 11AM MORNING TEA & NETWORKING
- 11:20 FORMAL EMAIL GUIDANCE
- 12PM MOCK INTERVIEW WORKSHOP
- 1PM CONCLUSION

MONDAY 30 JULY (AFTERNOON) D2

- 2PM HOW TO WRITE YOUR RESUME
- 3PM MORNING TEA & NETWORKING
- 3:20 FORMAL EMAIL GUIDANCE
- 4PM MOCK INTERVIEW WORKSHOP
- 5PM CONCLUSION