

Professional Application

Timetable	Content
09.00 – 9.30	Welcome Clarification of expectations with the participants, presentation of the program, objectives; Dealing with objections of fears; assuring confidentiality
09.30 – 10.00	CV Requirements according to form and content of CVs Differences between academic science and companies Expectations of the readers
10.00 – 11.00	CV as a published balance of successes Using our personal success stories for different application papers
11.00 – 11.15	Break
11.15 – 12.15	Application papers <ul style="list-style-type: none"> - Competence profile - List of publications - Testimonials
12.15 – 12.30	Formal issues of application papers <ul style="list-style-type: none"> - Photo - Files - Online – Application
12.30 – 13.15	Lunch Break
13.15 – 14.15	Advertisements and speculative applications Letter of motivation according to advertisements. Arguments for personal advantages Unrequested applications
14.15 – 15.00	3 elements of personal presentation How to prepare a personal presentation, using a personal poster Videotraining and feedback
15.00 – 15.15	Break
15.15 – 16.15	Selfpresentation <ul style="list-style-type: none"> - Career fairs - Conferences - Interviews Videotraining and feedback
16.15 – 16.45	Interviews <ul style="list-style-type: none"> - Preparation - Critical situations
16.45 – 17.00	Open questions Feedback and ending