Careers and Employability module for
PhD students (Audit)

Module Timetable
Audit 2024 2025

NATIONAL FORUM
FOR THE ENHANCEMENT OF TEACHING
AND LEARNING IN HIGHER EDUCATION

HEA | AN tÚDARÁS um ARD-OIDEACHAS
HIGHER EDUCATION AUTHORITY

Rialtas na hÉireann
Government of Ireland

Workshop & Assignment Timetable
Timeline of Module Commitments

Session or Assessment Title	Mode	Details	Date	Time
Complete Skills Audit and Reflective PDF and bring to in-person session	Individual	Due Date	14th January 2025	n/a
Introduction	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	11am
Workshop: Networking with confidence	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	11:15-12:45
Workshop: Mapping Skills onto Career Options	In Person	**Room 201, 2nd Floor, Phoenix House**	15th January 2025	13:45-15:15
Workshop: The Art and Craft of a Great CV & Cover Letter	Online	Session and materials available on Blackboard	22nd Jan onwards	N/A
Workshop: Designing your Career	Online	Session and materials available on Blackboard	12th Feb onwards	N/A
Workshop: Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	26th Feb onwards	N/A
Workshop: Presenting your Best Self at an Interview	Online	Session and materials available on Blackboard	12th March onwards	N/A
Workshop: Intercultural competence and the Global Workplace	Online	Session and materials available on Blackboard	26th March onwards	N/A

Pre-Module:
- Skills Audit and Reflective Personal Development Plan: 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: One day in person, 15th January 2025
- 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 on Blackboard)