HSBDR Applications Training Workshop

Program
In the HSBDR Applications Training Workshop, the participants are prepared for international applications processes including their written applications documents as well as interviews. Furthermore, they receive personalized feedback on their CVs in one-on-one consultations with the trainer. During the workshop session, the participants learn how to create convincing CVs and Cover Letters according to international standards, which will enable them to highlight their talents and strengths. Two participants from each group will then have the opportunity to test their skills in a mock interview conducted by the trainer and a Human Resources professional. In order to make the most of the workshop (especially the individual 25-minute consultations), each participant should bring their own laptops, an existing CV and Cover Letter as well as a job posting. The trainer will consider each participant’s application plans individually with respect to the country/region the application will be sent to, e.g. to a local company in Germany or a company abroad in Western Europe or North America.

Group size: 30 in total (15 in Group A on Nov 6th & 7th and another 15 in Group B on Nov 8th & 9th)

Nov 6th / Nov 8th (9:00 – 18:00):

9:00 - 9:30 Opening of the workshop
Round of introductions with all participants and presentation of the program schedule

9:30 - 11:30 Overview of the application process at companies
Presentation of an optimal structure for a CV

11:30 - 12:00 Break

12:00 - 13:30 Presentation of an optimal structure for Cover Letters and instructions for the feedback to be given among the group after the lunch break

13:30 - 14:30 Lunch break (60 min.)

14:30 - 15:30 2 one-on-one coaching sessions (25 min. each); in parallel the rest of the participants first edit their personal CVs according to the given structure keeping in mind the job they their wish you to apply and second provide feedback to three of their peers

15:30 - 16:30 Presentation of various interview scenarios (personal, via phone and Skype)

16:30 - 17:00 Break

17:00 - 18:00 Mock interview and Q&A with the trainer as well as an HR professional
Farewell

To close the first workshop day everyone meets at a restaurant or bar for a small get-together

Nov 7th / Nov 9th (9:00 – 17:30):

9:00 - 10:30 3 one-on-one coaching sessions (25 min. each)

10:30 - 11:00 Break

11:00 - 13:00 4 one-on-one coaching sessions (25 min. each)

13:00 - 14:00 Lunch break (60 min.)

14:00 - 15:30 3 one-on-one coaching sessions (25 min. each)

15:30 - 16:00 Break

16:00 - 17:30 3 one-on-one coaching sessions (25 min. each)