

PROFESSIONAL SKILLS DEVELOPMENT PROGRAM (PSDP)



Hello 3rd, 4th, and 5th year international students!

Are you hoping to work in Canada after you graduate from Acadia? Have you ever had difficulty deciding what to put on your resume? Have you ever wondered how to improve your interview skills?

The **Professional Skills Development Program** is designed to develop transferable skills as you prepare to enter the workforce. Some of the topics that will be covered are:

- Interview skills
- Effective communication
- Culture in the workplace
- Volunteer experience
- Knowing your own capabilities

During the program, you will be required to attend workshops (5 from October-March) about the above mentioned topics as well as participate in a volunteer placement (minimum 10 hours/semester).

If this is something that interests you, to apply you must:

- Complete the Application form (attached)
- Complete the Skills Assessment Form (attached)
- Include your resume and cover letter
- Include your class schedule (winter semester)

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“It is amazing, very useful, whether or not it is related to one’s career goals, you really learn a lot”

- 2013-2014 PSDP
Participant

APPLICATIONS ARE DUE FRIDAY, JANUARY 15TH 2016.

Please email applications to agyasi@acadiau.ca

***If you have participated in the Professional Skills Development Program before, you are welcome to apply for this academic year also. However, priority will be given to new applicants.**

SKILLS ASSESSMENT

Date:

Student Name:

Student Number:

Degree:

Top 10 Transferable Skills

Communication

Teamwork

Time Management

Problem-Solving

Organization

Networking

Computer

Initiative/Independent

Creativity

Leadership

What do you think are your two best skills?

1.

2.

What do you think are two skills you need to improve? Explain.

1.

2.

What would you like to accomplish through this program?

Choose specific areas in which you are interested in volunteering. If you would like, you may provide more detail about the area that interests you.

☐ *Social Programs (working with the elderly or children)*

☐ *Clerical (office) work*

☐ *Animals*

☐ *Arts*

☐ *Healthy Living (nutrition)*

☐ *Event Planning*

☐ *Technology*

☐ *Environmental*

☐ *Sciences*