



PERSONAL AND PROFESSIONAL DEVELOPMENT

INTRODUCTION

Personal development is a process of self-education aimed at enhancing professional skills, employability, quality of life, self-discipline, talent and potential. For anyone hoping to climb the career ladder or improve their sense of purpose, personal development is invaluable.

Professional development starts from developing yourself in your role to entirely understand the job you do and how you can improve. This involves leveraging your strengths and the necessary skills to carry out your role as effectively as possible.



Duration

14 hours

Maximum

30 pax



Student Fee

RM **280**

Public Fee

RM **300**



Who Should Attend



Graduate students and working adults who want to leverage their career through personal and professional development

Benefits

- Unveil your hidden KSA (Knowledge, Skills and Ability)
- Discover the “I’m the Right Fit for the Job” tips
- Craft outstanding CV & cover letter and get noticed by employers
- Unleash your inner and outer confidence

Content

PART 1: CAREER DEVELOPMENT CV WRITING

- Know yourself
- Understand the role
- Measure your fit for the role
- Construct your cv
- Writing skills statements
- Construct your cover letter

PART 2: INTERVIEW TECHNIQUES & TIPS

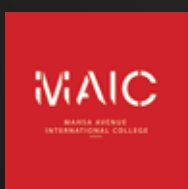
PART 3: PERSONAL GROOMING



Learning materials will be provided by the trainer



Certificate of Completion by MAHSA Avenue International College



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🕒 Monday - Friday
9:00 AM - 6:00 PM

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