



WIT PROFESSIONAL DEVELOPMENT PROGRAM AGENDA TEMPLATE

(Date) Professional Development Program Introduction

11:00 - 12:00 Welcome, Introductions, Preliminary Activities

(Date) Module One: Teams in the Working World

09:00 - 11:00 Team Development
11:00 - 13:00 Interpersonal Communication
13:00 - 14:00 *Lunch Break*
14:00 - 16:00 Interpersonal Communication, continued
16:00 *Adjourn*

(Date) Module Two: Managing Your Work

09:00 - 12:00 Problem Solving
12:00 - 13:00 *Lunch Break*
13:00 - 16:00 Decision-Making
16:00 *Adjourn*

Date Module Three: Managing Your Team

09:00 - 11:00 Leadership
11:00 - 13:00 Conflict Management
13:00 - 14:00 *Lunch Break*
14:00 - 16:00 Task Management
16:00 *Adjourn*

(Date) Module Four: Professional Presentation

09:00 - 12:00 Oral Presentations
12:00 - 13:00 *Lunch Break*
13:00 - 16:00 Business Writing
16:00 *Adjourn*

(Date) Module Five: Entering the Job Market

09:00 - 12:00 Applying for the Job
12:00 - 13:00 *Lunch Break*
13:00 - 16:00 Job Interview Skills
16:00 *Adjourn*

(Date) Professional Development Program Wrap-Up

11:00 - 12:00 Course Closure and Presentation of Certificates