

Directorate of Career Services (DCS) - Koya University
Workshop on Soft Skills and successful future career
(17-19) May 2016

Day1: 17th May 2016

Time	Activity	Description
(9.15-9.30) am	Students registration and Opening Ceremony	DCS Staff instructing participants.
(9.30 - 10.30) am	1. Soft Skills for Job Success	Dr. Salah Mohammed.
15 min	Break	Soft drinks and snacks
(10.45 – 11.45) am	2. Essential career development skills	Mr. Bakhtiyar Omar.
45 min	Lunch	Grilled (chicken and meat) with drinks
(12.30 – 1.30) pm	3. Problem solving and decision making skills	Mr. Sido Davod.
End of Day 1		

Day2: 18th May 2016

Time	Activity	Description
(9.30 - 10.30) am	4. Educational platforms & role of IT in business market	Dr. Saman Mirza.
15 min	Break	Soft drinks and snacks
(10.45–11.45) am	5. Business etiquette and Interview Techniques.	Mr. Brosk Zangana.
45 min	Lunch	Grilled (chicken and meat) with drinks
(12.30 – 1.30) pm	6. Public Speaking and Effective Communication	Dr. Salah Mohammed
End of Day 2		

Day 3: 19th May 2016

Time	Activity	Description
(9.30 - 10.30) am	7. Teamwork and its significance	Mr. Bakhtiyar Omar.
15 min	Break	Soft drinks and snacks
(10.45–11.45) am	8. Adopting E-culture in business & Google apps.	Dr. Salah Ismaeel Yahya
45 min	Lunch	Grilled (chicken and meat) with drinks
(12.30 – 1.30) pm	9. Personal statements and resume development techniques	Ms. Zhino Jawhar.
Certificates		
(1.30 – 2.00) pm	Distributing the Certificates of the workshop	President of Koya University & university council will award the participated students in the workshop
End of the Workshop		