For students who will apply for the ITC Summer Internship Programme and the 3-credit bearing elective subject of ITC3221G#, please complete this form and submit to ITC General Office (Room QT715) no later than **4 June 2022**. Late submission will not be entertained.

**Schedule of upcoming workshops**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date & Time** | **Code** | **Topic** | **Venue** | **No. of Hours** |
| **FAST Professional Training Workshops\*** | | | | |
| 3 Jan 2022 1430 – 1700 | F1 | Interview Skills | QR403 | 2.5 |
| 5 Jan 2022 1430 – 1700 | F2 | DiSC Personality Assessment & Teamwork | QR403 | 2.5 |
| 7 Jan 2022 1200 – 1245 | F3 | Building & Branding your LinkedIn Profile | QR403 | 0.75 |
| 7 Jan 2022 1430 – 1700 | F4 | Presentation Skills | QR403 | 2.5 |
| 16 May 2022 1430 – 1700 | F5 | CV Writing | (F2F) | 2.5 |
| 23 May 2022 1430 – 1700 | F6 | Interpersonal Communication Skills | (F2F) | 2.5 |
| 27 May 2022 1430 – 1700 | F7 | How to Manage Work Stress & Stay Positive | (F2F) | 2.5 |
| **ITC Workshops** | | | | |
| 17 May 2022 | C1 | Adobe Photoshop | Online | 2.5 |
| 17 May 2022 | C2 | Adobe Illustrator | Online | 2.5 |
| 26 May 2022 | C3 | Microsoft® Office Excel for Business | ST603 | 3 |

**Note:**

# Students who would like to **register ITC3221G** should attend a minimum of **4** workshops (or 10 hours equivalent) and a mandatory pre-departure workshop in May/June 2022. **Workshops organised by CAPS** are also counted.

\* Students who would like to apply for the **FAST Sponsorship for Internship Enhancement Programme (SIEP)** 2021/22 should attend **2 (equivalent to 5 hours) out of the 4 workshops**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Code** | **Name of Facilitator** | **Chop/Signature of Facilitator** | **Training Hours** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |
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**Remarks by Facilitator (in case of lateness or early departure):**

|  |  |
| --- | --- |
| **Student ID** | Click or tap here to enter text. |
| **Student Name** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| **Contact No.** | Click or tap here to enter text. |

I declare that the information provided is true and correct.

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Student Signature Date