



SESSION PLAN FOR TRAINER

Updated as of 25 June 2021

Barclays Summary Academy

Topic 2: CV Clinic – Approach A: Decent CV

Target audience: students who have some ideas about CV and look for enhancement

HIGH LEVEL DETAILS

- Duration: 30 – 40 min
- Language: English (& Cantonese)
- Format: Sharing and Q&A

SESSION OBJECTIVES

- To provide students with guidance on how to better the CV, in terms of: content, formatting, presentation
- To provide students with insights on how to stand out

AGENDA

- 5 min: Self Intro & Ice Breaking
- 5 min: CV Clinic
- 9 min: How Your CV is to be used
- 7 min: Next Steps
- 4 min: Wrap-up

SUGGESTED TALKING POINTS

Self-Intro & Ice-Breaking

Through this exercise, students can understand the different roles they are playing in the family, society.

Trainer is suggested to:

- Make use of “**I am...**” model to do self-intro (e.g. name, job title/company, study, family, style, personality, etc)
 - “I am + noun / adjective” –
 - “I am Matthew YU. I’m a project manager at The Zubin Foundation. I’m the elder son. I’m introverted...”
- Invite students to introduce themselves using “I am...” model

Trainer can follow up and ask questions around the different roles and attributes.

CV Clinic

Trainer is suggested to:

- Share screen and comment on the student’s CV.
- Some key points about CV:
 - Chronological: from latest to oldest
 - Contact info (name, phone, email) must be included and at a prominent position
 - Job duties – start with verb in past tense, and quantifiable
 - 2 pages max
 - Formatting and alignment matters a lot
 - Error-free in terms of typo and formatting
 - Keep it relevant – e.g. primary school IR
- Share example of good CV (Annex A & B)

How Your CV is to be used

Trainer is suggested to:

- Approach 1) Ask student to share what kind of companies / roles that they will be applying
 - Invite student to share their plans – provide empathy and understanding without judgement while listening
 - Bring out the idea that the ideal CV is customised to the open position
- Approach 2) If students have no idea of career planning yet, Ask students to have a guess of what companies are looking for in a CV
 - relevant experience, achievements, customised CV, tidiness, error-free

Next Steps

Trainer is suggested to:

- Review with student if there are any goals (short term, long term) in career / in study. Provide comments on how the CV can be enhanced to better fit the role.
- Brainstorm with students about what other skills required while pursuing the goal(s)
- Brainstorm what the next steps are to bridge the gap / enhance oneself (short & long term)

Wrap Up

Trainer is suggested to:

- Wrap up and highlight the strengths, shining attributes, potentials from student
- End with a positive note and motivation

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SESSION PLAN FOR TRAINER

Updated as of 25 June 2021

Barclays Summary Academy

Topic 2: CV Clinic – Approach B: Intro to CV

Target audience: students who need significant guidance on how to create / rebuild a CV

HIGH LEVEL DETAILS

- Duration: 30 – 40 min
- Language: English (& Cantonese)
- Format: Sharing and Q&A

SESSION OBJECTIVES

- To provide students with guidance on how to better the CV, in terms of: content, formatting, presentation
- To provide students with insights on how to stand out

AGENDA

- 5 min: Self Intro & Ice Breaking
- 5 min: How Your CV to be used
- 9 min: CV Clinic
- 7 min: Next Steps
- 4 min: Wrap-up

SUGGESTED TALKING POINTS

Self-Intro & Ice-Breaking

Through this exercise, students can understand the different roles they are playing in the family, society.

Trainer is suggested to:

- Make use of “**I am...**” model to do self-intro (e.g. name, job title/company, study, family, style, personality, etc)
 - “I am + noun / adjective” –
 - “I am Matthew YU. I’m a project manager at The Zubin Foundation. I’m the elder son. I’m introverted...”
- Invite students to introduce themselves using “I am...” model

Trainer can follow up and ask questions around the different roles and attributes.

How Your CV is to be used

Trainer is suggested to:

- Ask students to have a guess of what companies are looking for in a CV
 - relevant experience, achievements, customised CV, tidiness, error-free
 - review with students if the current CV fits the employer's expectations above

CV Clinic – More on Education

Trainer is suggested to:

- Share screen showing CV sample (Annex B).
- Highlight what constitutes a good CV:
 - Chronological: from latest to oldest
 - Contact info (name, phone, email) must be included and at a prominent position
 - Job duties – start with verb in past tense, and quantifiable
 - 2 pages max
 - Formatting and alignment matters a lot
 - Error-free in terms of typo and formatting
 - Keep it relevant – e.g. primary school IR
- Briefly describe how students can create / rebuild a CV

Next Steps

Trainer is suggested to:

- Review with student if there are any goals (short term, long term) in career / in study. Provide comments on how the CV can be enhanced to better fit the role.
- Brainstorm with students about what other skills required while pursuing the goal(s)
- Brainstorm what the next steps are to bridge the gap / enhance oneself (short & long term)

Wrap Up

Trainer is suggested to:

- Wrap up and highlight the strengths, shining attributes, potentials from student
- End with a positive note and motivation

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