

Essential Skills for Policy Makers

Essential Skills is a para-academic programme that aims to equip students with writing, communication, and career skills that are useful for academic and professional success.

The *Essential Skills* programme consists of a series of two-hour long, stand-alone workshops that students may attend throughout Semesters 1 and 2 of the academic year. They are hands-on workshops that aim to develop practical skills for personal and professional development.

These workshops are grouped under the following two tracks:

1. **Communications**, including workshops spanning across a broad range of skills, such as writing, reading, visual, verbal and nonverbal communication.
2. **Professional and Career Development**, including workshops aiming to strengthen your career development skills, such as cover letter and resume writing, presentation skills, career planning, and networking.

Students can attend as many workshops as they wish. However, to receive an *Essential Skills* certificate in one track, each student must attend at least five workshops within that specific track. Some workshops can be double-counted toward both certificates and are indicated below with an asterisk (*).

Hence, throughout the Master programmes, students can earn up to two *Essential Skills* certificates: one in *Communications* and one in *Professional and Career Development*. These certificates form a portion of students' personal development portfolio and indicate to prospective employers the additional effort they undertook in personal and professional development.

Essential Skills at a Glance

Workshops denoted with an asterisk () can count toward both Certificates.*

	TRACK ONE: Communications Masterclasses	TRACK TWO: Career and Professional Development Masterclasses
SEM 1	<ol style="list-style-type: none"> 1. Essay Writing for Graduate-level Coursework: Essays and Reflection Essays <i>19 August 2017</i> 2. Writing Policy Memos and Briefs <i>30 August 2017</i> 3. Critical Reading and Writing <i>19 August 2017</i> 4. Speech Preparation, Structure, and Visual Communication Strategies* <i>4 September 2017</i> 5. Speech Delivery: Verbal and Nonverbal Communication Strategies* <i>5 September 2017</i> 6. Writing a Winning Résumé* <i>6 October 2017</i> 7. TED-style Presentations <i>8 September 2017</i> 	<ol style="list-style-type: none"> 1. Storytelling: Articulating Your Personal Value Proposition <i>2 August 2017 and 8 August 2017</i> 2. Success with LinkedIn <i>2 August 2017 and 21 August 2017</i> 3. Networking Basics – Level 1 <i>4 August 2017</i> 4. Speech Preparation, Structure, and Visual Communication Strategies* <i>4 September 2017</i> 5. Speech Delivery: Verbal and Nonverbal Communication Strategies* <i>5 September 2017</i> 6. Career Planning – Design Your Career <i>6 September 2017</i> 7. Networking Essentials – Level 2 <i>4 October 2017</i> 8. Writing a Winning Résumé* <i>6 October 2017</i> 9. How to Apply for a Position/Internship in the United Nations - Stand out in A Crowd <i>13 October 2017</i>
SEM 2	<ol style="list-style-type: none"> 1. Writing a Winning Résumé* <i>16 January 2018</i> 2. Intercultural Communication* <i>23 January 2017</i> 3. Perfecting your Pitch* – Masterclass with James Crabtree 	<ol style="list-style-type: none"> 1. Introduction to Coding (CS1010X: Programming Methodology) <i>15 January to June 2018</i> 2. Writing a Winning Résumé* <i>16 January 2018</i> 3. Intercultural Communication* <i>22 January 2017</i>

	<p><i>25 January 2018</i></p> <p>4. Email Writing and Etiquette* <i>30 January 2018</i></p> <p>5. Writing a Winning Résumé* <i>6 February 2018</i></p> <p>6. Writing a Persuasive Cover Letter* <i>14 February 2018</i></p> <p>7. Client Presentations* <i>13 March 2018</i></p> <p>8. Mastering Job Interviews and "Elevator Pitches"* <i>20 March 2018</i></p> <p>9. TED-style Presentations <i>29 March 2018</i></p>	<p>4. Perfecting your Pitch* – Masterclass with James Crabtree <i>25 January 2018</i></p> <p>5. Masterclass: Introduction to Strategy <i>27 January 2018 (date TBC)</i></p> <p>6. Email Writing and Etiquette* <i>30 January 2018</i></p> <p>7. Masterclass: Understanding Programme Management <i>Level One: 2, 9 February 2018</i> <i>Level Two: 9, 16, 23 March 2018</i></p> <p>8. Writing a Winning Résumé* <i>6 February 2018</i></p> <p>9. Writing a Persuasive Cover Letter* <i>14 February 2018</i></p> <p>10. Strategies for the Job and Internship Hunt in Singapore <i>7 March 2018</i></p> <p>11. Client Presentations* <i>13 March 2018</i></p> <p>12. Mastering Job Interviews and "Elevator Pitches"* <i>20 March 2018</i></p>
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Accurate as of 15 Dec 2018