

## Essential Skills for Policy Makers

The Essential Skills programme aims to equip you with writing, communication, and career skills that are useful for your academic and professional success. It will run throughout Semester 1 and 2 of the academic year, and consists of:

- **Lunchtime webinars:** These will be delivered online in both Semester 1 & 2 and usually take place over lunchtime (12.15 to 1.45 pm Singapore time, GMT +8). Check out the schedule here and sign up for upcoming workshops here.
- **'Fridays at Four':** The key to success is [consistency](#). Therefore, we invite you to set aside 15 to 30 minutes, every Friday at 4pm, to focus on yourself and prepare for your future. (You could also pick any other day or time that works better for you – the important thing is to consistently set aside this time for yourself).

Each week at this time, Fridays, 4pm Singapore time (GMT +8), LKYSPP Career Services will send you a link to a resource that you can access online – this might be a video, a blog post, an article, a pre-recorded webinar, etc. – that we think could be helpful for your future job search or career success. Do take this time to read it, watch it, peruse and reflect. Then, join the discussion (or start one) with your classmates at the [LKYSPP Students and Alumni LinkedIn group](#).

### Essential Skills Webinars At A Glance

Job Search Fundamentals Post-COVID-19*	NUS-wide Postgraduate Resume and Cover Letter Writing
Virtual Networking in the 'New Normal'*	NUS-wide Postgraduate Interviewing Skills
Salary Negotiation Strategies*	How to Crack Case Interviews-Level 1
Getting Your Foot in the Door: Applying for a Job at the UN*	Networking Skills
Staying Informed for Public Policy Practice using NUS Library's online resources	Communications Skills
Mastering Job Interviews: Virtual & Face-to-face*	
Résumé Writing	
Writing Cover Letters	

*Note: Please note that a minimum sign-up of 30 students is required for Career Services to proceed with the webinars denoted by (\*).*

Check out the [Schedule](#) for workshop dates, times and descriptions.

Sign up for upcoming workshops [here](#).