

## Essential Skills for Policy Makers Academic Year 2019/20 (Updated as of 29 July 2019)

*Essential Skills* is a para-academic programme that aims to equip you with writing, communication, and career skills that are useful for your academic and professional success. The *Essential Skills* programme consists of a series of two-hour long, stand-alone workshops that you may attend throughout Semesters 1 and 2 of your 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.

You can attend as many workshops as you wish. However, to receive an *Essential Skills* certificate in one track, you have to attend at least five workshops within that specific track during the same semester. Some workshops can be double-counted toward both certificates – these are indicated with an asterisk (\*).

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

**Essential Skills for Policy Makers**  
**Academic Year 2019/20**  
*(Updated as of 29 July 2019)*

**Essential Skills at a Glance - Semester 1**  
**(August to December 2019)**

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

*To sign up, click on the **titles** below.*

*Places are limited and assigned on a first-come, first-served basis.*

#	Track	Title	Date	Time
1	Communications	Using NUS e-library for Research and Maintaining Academic Integrity (Orientation)	2 August	-
2	Communications	Introduction to Academic Writing Conventions (Orientation)	5 August	-
3	Communications	Memo Writing (Orientation)	6 August	-
4	Communications	Writing for Graduate-Level Coursework: Essays and Reflection Essays	17 August (Saturday)	9:00 am -11:00 am
5	Communications	Critical Reading and Writing	17 August (Saturday)	9:00 am -11:00 am
6	Communications	Avoiding Plagiarism through the Practice of Good Source Use	22 August	12:15 pm -1:45 pm
7	Communications*	Writing Policy Memos and Briefs*	28 August	12:45 pm -1:45 pm
8	Communications	Speed Reading (Exam Preparation)	5 or 6 September (Date TBC)	
9	Communications*	Data Visualization / Data Storytelling Strategies for policy makers (Translating empirical data into persuasive policy briefs)*	20 September (Date TBC)	
10	Communications*	Presentation Skills*	7 October	12:15 pm -1:45 pm
1	Career	Introduction to Networking and Elevator Pitches (Orientation)	31 July, 5 August	
2	Career	Developing your online portfolio for career success (including LinkedIn Strategies)	23 August (Date TBC)	
3	Career	How To Get That Promotion By Curating An Effective Career Development Masterplan	11 September (Date TBC)	

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4	Career	Programme Management Essentials for a successful career in International Development	13 September (Date TBC)	
5	Career*	Writing a Winning Résumé and Persuasive Cover Letter*	18 October	2:30 pm – 5:30 pm
6	Career*	Infographic Resumes*	25 October (Date TBC)	

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**SEMESTER 1 (August to December 2019)**

**Track One: Communications**

Essential Skills in Communications includes workshops spanning across a broad range of skills, including writing, reading, visual, verbal and nonverbal communication.

**Using NUS e-library for Research and Maintaining Academic Integrity**

*2 Aug 2019 (To be conducted during orientation)*

Awareness of academic integrity and the ability to apply appropriate referencing practices are vital for academic success. In this practical workshop, students will have the opportunity to explore the varieties of electronic resources that are available for their learning and research and complete a referencing exercise using the Harvard Referencing System.

**Introduction to Academic Writing**

*5 Aug 2019 (To be conducted during orientation)*

Writing in academic contexts can be a challenging task, even for fluent users of the English language. The primary aim of this workshop is to orientate students to the requirements of the various types of academic writing (e.g. policy memo, discussion paper, position paper, reflection essay, etc.) that students will encounter during their academic career at the Lee Kuan Yew School of Public Policy. Other related topics pertaining to academic writing such as discourse organization, and the appropriate uses of quoting, paraphrasing and summarizing will also be discussed.

**Memo Writing**

*6 Aug 2019 (To be conducted during orientation)*

Policy memos play an important role in the policy making process. Thus, being able to write effective policy memos to communicate policy issues and recommendations is an important and essential skill for future policy makers. This workshop aims to equip students with the know-how of writing effective policy memos.

**Writing for Graduate-Level Coursework: Essays and Reflection Essays**

*17 Aug 2019, Saturday, 9:00 am - 11:00 am, SR 3-3*

The aim of this workshop is to introduce you to the expectations of academic writing at an English-speaking university and to effective steps in writing a reflection essay. Topics that will be explored include essay organization and structure, developing a thesis statement, topic sentences, paragraphing, unity and coherence. Tips on writing a good reflection essay (e.g. for a study trip or on assigned readings) will also be discussed.

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**Critical Reading and Writing**

*17 Aug 2019, Saturday, 12:00 pm – 2:00 pm, SR 3-3*

Research has shown a close relationship between the ability to read critically and effective, persuasive writing. This workshop introduces you to good critical reading practices, using a sample graduate-level text. It will also discuss how to incorporate materials from readings in an essay without losing your own "voice"

**Avoiding Plagiarism through the Practice of Good Source Use**

*22 Aug 2019, 12:15 pm – 1:45 pm, SR 3-3*

Maintaining academic integrity is of utmost importance in academic and research work. In this workshop, participants will be introduced to practical approaches and writing techniques that can be employed when incorporating information gathered from research in their own writing.

**Writing Policy Memos and Briefs\***

*28 Aug 2019, 12:45 pm – 1:45 pm, SR 3-3*

What is a policy memo? What is the difference between a policy memo and a policy brief? This workshop aims to introduce you to the fundamentals of crafting effective policy memos and policy briefs.

**Speed Reading**

*5 or 6 Sep 2019 (TBC), 12:45 pm – 1:45 pm*

Readings, articles, reports... do you ever feel that you have too much to read? Information overload is an increasing problem as we sometimes find ourselves overwhelmed by the amount we have to read and comprehend. This workshop equips you with techniques and offers strategies to improve your reading and comprehension in English language reading materials.

**Data Visualization / Data Storytelling for policy makers\***

*20 Sep 2019*

Translating empirical data into persuasive policy briefs

**Presentation Skills\***

*7 Oct 2019, 12:15 pm – 1:45 pm, SR 3-3*

In this hands-on workshop, we will explore different aspects of delivering an oral presentation: crafting a central idea, preparing different parts of an oral presentation, designing effective visual aids, and actual delivery. Participants will be expected to complete a portion of an actual oral presentation during this workshop (e.g. part of an oral presentation assignment, Shark Tank pitch, etc.).

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**Track Two: Professional and Career Development**

Essential Skills in Professional and Career Development include workshops aiming to strengthen your career development skills. They cover a vast array of topics, from planning a career strategy and networking, to preparing cover letters and resumes.

**Introduction to Networking and Elevator Pitches**

*31 July & 5 Aug 2019 (To be conducted during orientation)*

**Developing your online portfolio for career success (including LinkedIn Strategies)**

*23 Aug 2019 (TBC)*

LinkedIn is the de facto marketplace for all kinds of business connections from client to vendors to partners to potential hirers. Against this backdrop, how can you increase the visibility of your profile and accelerate your career by positioning yourself on LinkedIn? This workshop focuses more on guiding students on how to use LinkedIn optimally, beyond just setting up a good LinkedIn profile.

Participants will also learn about how to search for potential recruiters and other stakeholders to transform their profile to achieve a higher Social Selling Index and how to leverage on LinkedIn Groups and the Alumni pages for successful job hunting. It will also cover strategies for writing requests to be connected via LinkedIn. (Pre-work required)

**How to Get That Promotion by Curating An Effective Career Development Masterplan**

*11 Sep 2019 (TBC)*

Take control of your career and communicate effectively with an infographic-driven career development action plan. With visuals, recall rates improve dramatically up to 65%. This workshop will give you the superpower to visualize better and be a more effective communicator.

**Programme Management Essentials for a successful career in International Development**

*13 Sep 2019 (TBC)*

**Writing a Winning Résumé and Persuasive Cover Letter\***

*18 Oct 2019, 2:30 pm – 5:30 pm, SR 3-3*

This workshop suggests tips on composing an effective résumé and introduces you to the PAR/STAR method, a practical way to highlight and quantify your work's achievements. Participants are strongly encouraged to bring along a copy of their cover letter and résumé for self- and peer review.

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**Infographic Resumes\***

*25 Oct 2019 (TBC)*

When done right, a visually attractive resume is the perfect way to attract your future employer's attention. Expand your visual vocabulary and unlock the secrets of a successful infographic-driven resume

**Essential Skills for Policy Makers**  
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**Essential Skills at a Glance - Semester 2**  
**(January to May 2020)**

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Places are limited and assigned on a first-come, first-served basis.*

#	Track	Title
1	Communications	Writing reflection essays
2	Communications	Presentation Skills*
3	Communications	Writing Literature Reviews
4	Communications	Avoiding Plagiarism through the Practice of Good Source Use
5	Communications*	Mastering job interviews and elevator pitches*
6	Communications*	Job Interviews: Insights from the inside* (Featuring industry guests speakers)
7	Career*	Writing a Winning Resume & Persuasive Cover Letter*
8	Career	Job Hunting Strategies for Sg/Asia (Including manpower regulations)
9	Career	Introduction to Networking and Elevator Pitches
10	Career	LinkedIn Strategies
11	Career*	Navigating the P-Form for UN Careers*
12	Career	Salary Negotiation Strategies

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### Track One: Communications

Essential Skills in Communications includes workshops spanning across a broad range of skills, including writing, reading, visual, verbal and nonverbal communication.

#### Writing reflection essays

Reflection essays are an opportunity for students to internalize their learning and engage with the learning material at a deeper level. They are not mere summaries, but must include deeper evaluation and synthesis. This workshop aims to introduce students to important principles of writing effective reflection essays.

#### Presentation Skills\*

In this hands-on workshop, we will explore different aspects of delivering an oral presentation: crafting a central idea, preparing different parts of an oral presentation, designing effective visual aids, and actual delivery. Participants will be expected to complete a portion of an actual oral presentation during this workshop (e.g. part of an oral presentation assignment, Shark Tank pitch, etc.)

#### Writing Literature Reviews

What is a literature review? How is a literature review different from a summary? How do I organize the content of my literature review? How do I ensure that my own “voice” is not lost? Participants are encouraged to bring their own mobile devices when attending this workshop session. Advanced registration is required.

#### Avoiding Plagiarism through the Practice of Good Source Use

Maintaining academic integrity is of utmost importance in academic and research work. In this workshop, participants will be introduced to practical approaches and writing techniques that can be employed when incorporating information gathered from research in their own writing.

#### Mastering job interviews and elevator pitches\*

*“Why should we hire you?”* This workshop seeks to help you to answer this question by articulating your personal value proposition (PVP) and developing it into a quick, punchy elevator pitch. This workshop will also help you understand the selection process, how to prepare for job interviews, how to do well during the interview and how to ensure post-interview success.

#### Job Interviews: Insights from the inside (Featuring industry guests speakers)\*

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Essential Skills in Professional and Career Development include workshops aiming to strengthen your career development skills. They cover a vast array of topics, from planning a career strategy and networking, to preparing cover letters and resumes.

#### **Writing a Winning Resume & Cover Letter**

This workshop suggests tips on composing an effective résumé and introduces you to the PAR/STAR method, a practical way to highlight and quantify your work's achievements. Participants are strongly encouraged to bring along a copy of their cover letter and résumé for self- and peer review.

A cover letter is a concise self-marketing document. There are different types of cover letters, and the ability to write an effective cover letter that corresponds to a particular situation is essential in securing an invitation to a job interview. This workshop will also introduce you to different types of cover letters and effective strategies in composing them.

#### **Job Hunting Strategies for Sg/Asia (Including manpower regulations)**

Are you planning to look for a job in Singapore or Asia upon graduation? What are some job hunting strategies that you can consider to achieve this goal? This workshop focuses on providing students guidance and things to consider to customize their job hunting strategies for the Singapore and Asia markets. The session will look into topics such as understanding the Singapore employment landscape including employment regulations as well as exploring ideas to work elsewhere in Asia. Participants will also learn about trending growth industries and how to curate their personal value proposition for successful job hunting.

#### **Introduction to Networking and Elevator Pitches**

#### **LinkedIn Strategies**

#### **Navigating the P-Form for UN Careers\***

#### **Salary Negotiation Strategies**

When it comes to salary negotiation, most people are concerned about the salary – THE NUMBER, whether you are a fresh graduate or experienced professional. This webinar will give you a glimpse of what are the “benefits” that should be included in the compensation package. It will also cover how compensation packages differ across different main regions or countries (e.g. Singapore, China, India) and sectors (government vs non-government), as well as touch on key manpower regulations.