



Career Management

Course # 1238.2213.01

Modules 1-4 – 2011-12

Lecturer: Prof. Jonathan Smilansky & Mrs. Sarah Karu

Course Time: Wednesday 15:30- 18:00

Classroom: Recanati 303

(4 full modules)

Office Hours: By Appointment

Office: Recanati 458

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Course Focus

Overview:

This class is designed to advance your ability to promote your career in order to accomplish your professional goals.

Combining highly interactive and action-oriented workshops, guest speakers, video interviews, online resources, team and individual work with the use of our website, bibliography, mentors and template forms you will have access to various tools that will enable you to succeed in your journey.

Objectives:

- Develop key job search skills
- Familiarize yourself with key industries
- Start to build a network of relevant contacts
- Facilitate the job search process

Course Materials

You will receive a reader with all the relevant reading materials additional readings can be found and borrowed from the office library, or from the university's library.

All class files including power-point presentations will be available on the course website on Virtual Tau: <http://virtual.tau.ac.il>

Structure and Course Requirements:

Throughout the course there will be¹:

Workshops:

- 3 workshops will be given by Prof. Jonathan Smilansky. Students will be asked to complete an online questionnaire in preparation. These workshops will be **mandatory**.
- Other than that we will have skills workshops on topics such as: Networking, Presentation skills, job interviewing skills, CV writing, managing my social media presence and more.
- You must choose three skills workshops out of these for completing the course.
- **Please note:** some workshops will take place on Sundays because they are full day sessions

Company visits:

- There will be 8 company visits to companies such as: TEVA Pharmaceutical, Intel, HP, Osem, Strauss, Harel Group, Bank Leumi, McKinsey Consulting, and other companies from Real Estate, hi-tech startups to clean-tech ventures and incubators.
- Attending a **minimum** of **5** company visits is required for completing the course
- **Please note:** some company visits will take place on Sundays because they will be full day visits

Guest speakers:

- There will be 8 guest speakers that will include CEO talks, HR and recruitment professional lectures and added value lectures on a variety of industries and professional topics
- Attending a **minimum** of **5** is required for completing the course
- Details about guest speakers will be provided throughout the year.

Overall there will be 24 meetings of which you will have to attend **at least** 16 even though you are encouraged to attend all of them since they will give valuable inputs to plan and conduct your job search.

We are very open to your suggestions about additional company visits and guest lecturers that could enrich the program.

Additional components:

Focus groups: The class will be divided into four groups of ~ 10 students each. These groups will be led by professional career coaches and will provide a platform for you to share your challenges and aspirations with peers and get advice from professionals. The group will be meeting once a module, and you will be accountable for being prepared to the meetings properly. Attendance is mandatory.

¹ Dates and details will be notified in advance, and are subject to change

Assignments:

Students will be required to complete the following assignments:

1. Building an online job search plan and keeping it up to date on a monthly basis
2. CV according to the Sofaer template
3. Open a linked-in account with a full complete profile, with joining a minimum of 5 groups and having a minimum of 50 connections within your areas of interest (in addition to your classmates).
4. Self branding/marketing poster according to guidelines that will describe your key strengths and weaknesses and what you're looking for.
5. Mid-year self assessment about your job search process in light of everything that has been learned throughout the course

Grading:

- The course grade will be based on the quality of the assignments and attendance
- All of the above assignments are mandatory and you will not be able to graduate without submitting them.
- Prof. Smilansky's 3 workshops are mandatory. Students who will not be able to attend any one of them, will need to complete a written assignment instead
- Students will need to attend at least 3 (out of 6) skill building workshops, 5 (out of 8) company visits and 5 (out of 8) guest lectures. Students who will not be able to attend the required amount of sessions, will need to complete a written assignment instead