



Updated 22 Jan 2024

The Pre-Internship Training Programme (PTP)

The Pre-Internship Training Programme (PTP) is a series of face-to-face/online training and self-learning courses that prepares you to acquire the skills in building a LinkedIn profile which are deemed essential nowadays in job hunting and professional networking. It also assists you in refining your CV and training basic skills in job interviews, business etiquette and business writing. Students who are applying for internship programmes and/or internship subsidies arranged by OSA to participate in an internship programme are highly recommended to join this PTP prior to the internships.

The PTP includes 2 parts: the following 4 workshops and a digital LinkedIn Learning course that undergraduate students must complete in order to meet the basic requirements to apply for internships and receive subsidies from OSA:

A. 4 workshops: (One ILP unit in IED per workshop) – each student is required to complete one session for each of the following workshops:

- **Internship Application** : CV Writing (Creating a LinkedIn Profile)
- **Interview Preparation** : Responding to Interview Questions
- **Interview Preparation** : Introduction to Case Analysis
- **Internship Excellence** : Business Practices

Date	Time	Venue	Workshop	CRN	Registration
30 Jan 2024 (Tue)	17:00 – 18:00	LCH115	Internship Application: CV Writing (creating a LinkedIn profile) (Session 1)	10979	ILP Registration Period: 23 – 26 Sept 2024
02 Feb 2024 (Fri)	16:30 – 17:30	LCH115	Internship Application: CV Writing (creating a LinkedIn profile) (Session 2)	10980	
30 Jan 2024 (Tue)	18:30 – 19:30	LCH115	Interview Preparation: Responding to Interview Questions (Session 1)	10981	
02 Feb 2024 (Fri)	18:00 – 19:00	LCH115	Interview Preparation: Responding to Interview Questions (Session 2)	10982	
19 Feb 2024 (Mon)	17:00 – 18:00	MBG09	Interview Preparation: Introduction to Case Analysis (Session 1)	10983	
20 Feb 2024 (Tue)	17:00 – 18:00	LCH115	Interview Preparation: Introduction to Case Analysis (Session 2)	10984	
19 Feb 2024 (Mon)	18:30 – 19:30	MBG09	Internship Excellence: Business Practices (Session 1)	10991	
20 Feb 2024 (Tue)	18:30 – 19:30	LCH115	Internship Excellence: Business Practices (Session 2)	10992	

B. Create a LinkedIn Profile* + Complete 2 LinkedIn Learning** courses (One ILP unit in IED)

- (1) **LinkedIn Learning** : **Tips for Writing Business Emails** (around 35 minutes):
<https://bit.ly/3pFXEZb>
Download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.
- (2) **LinkedIn Learning** : **Video Interview Tips** (around 25 minutes): <https://bit.ly/3FqgeU5>
Download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.

How to use LinkedIn Learning?

- a. Before you begin, you must create a **LinkedIn Profile** here: <https://www.linkedin.com/> and then **follow Career Advising Services, Lingnan University LinkedIn page**:
<https://www.linkedin.com/company/lingnancareer/>
- b. After creating your LinkedIn profile, you can enjoy **LinkedIn Learning for free** by logging in LinkedIn Learning (using your Lingnan portal login username and password) via:
<https://lnkd.in/eQE6-xpP>
- c. After completing the 2 LinkedIn courses listed above, and downloading the 2 LinkedIn certificates, you can claim your ILP credit and complete your ILP evaluation via this online form:
<https://bit.ly/3urXZky>

What's Next?

If you are keen to get an internship during term-time or during the summer break, please consider completing the Pre-Internship Training Programme (PTP) in advance. Once you complete the PTP, there is no need to retake the courses / workshops again.

Enquiries:

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