



Career Services

Programme for MBA 2008

Career Skills Development Programme

The Career Services team at London Business School is committed to providing you with the resources and tools to help you maximise your job search skills and ultimately secure an internship and full-time role. The Skills Development Programme has been developed over the years in response to feedback from graduate recruiters, faculty and students about the skills required to complement the technical skills taught in the main body of the MBA programme. The aim is to ensure that you have a fully rounded skill set, enabling you to apply the cutting edge business knowledge acquired during the programme and work effectively in any role within any organisation.

There are three Skills Development Programme components: the compulsory (for credit) Career Skills Module, which runs in the first year of your MBA; a range of optional (not for credit) courses, which take place in the first and second year; and events organised in conjunction with school clubs, which also run during the first and second year.

The Career Skills Module

The Career Skills Module constitutes the core part of the Skills Development Programme and forms part of the compulsory core of the MBA programme. It consists of nine events - totalling approximately five days of skills training - which should be completed in the first year of the MBA programme.

As the core part of the Career Skills Development Programme, the Career Skills Module is assessed. Once all the compulsory events have run their course, you will be awarded either a 'Pass' or 'Fail' grade, which will be recorded on your official transcript.

To achieve a **PASS** you must:

- Attend all compulsory courses (see calendar section for full listing)
- Attend all courses on time (attendees that arrive late without prior notice will not be admitted and will have to contact Career Services to organise make-up sessions in order to complete the Career Skills Module)
- Ensure that you register your attendance at the beginning of all core events via the swipe card scanning system

How to Participate

The nine core modules are arranged by stream or study groups to ensure a balance within the MBA timetable, this also means that these core subjects do not require you to sign-up via the Portal on-line sign system.

All optional events will be advertised by Career Services via email, Portal announcement and the on-line calendar system. You must sign-up for optional events if you wish to attend.

Sign up for an Event on Portal

1. Go to portal.london.edu
2. Log-in
3. Select 'Career Services' from the left hand navigator
4. Go to 'Events sign-up'
5. Pick an 'Event Type': i.e. workshop or coaching
6. Click on the event you would like to sign-up for and click 'Sign me up!'

Contacts

If you have any queries regarding the above information, or wish to discuss the Career Skills Module in more detail, please contact either Nicola Packett npackett@london.edu +44 (0)20 7000 7427 or Nick Andrew nandrew@london.edu +44 (0)20 7000 7419



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