



Virtual Employability and Careers Week

Friday October 15th – 22nd, 2021

Proposed Programme

Day One		Friday 15 th , 2021
Time	Activity	In charge
10:00 am – 10:20 am	Keynote Address on CUU's role in preparing graduates for employability	Professor John Mugisha Vice Chancellor
10:20 am – 11:20 am	Enhancing your Status as a Graduate	NFT Consult
11:20 am – 11:30 am	Q&A Session	
11:40 am – 12:40 am	Effective Networking Skills	NFT Consult
12:40 pm- 1:00 pm	Q&A Session	
Day Two		Saturday 16 th , 2021
10:00 am - 11:20 am	Business and Entrepreneurship Career	Mr. Daniel Bukenya, Managing Director, Goldstone Enterprise Consulting and Training Services
11:20 am – 11:30 am	Q&A Session	Moderator
11:40 am – 12:40 pm	Getting your Business Idea Started/Starting your own Business	Mr. Daniel Bukenya
12:40 pm – 1:00 pm	Q&A Session	Moderator
Day Three		Sunday 17 th , 2021
Time	Activity	In charge

Receiving CV/Resumes for Review		Mr. Bernard Ochan, Careers and Employability Officer
Day Four	Monday 18 th , 2021	
Time	Activity	In charge
10:00 am - 11:20 am	Exploring the 21 st Century World of Work	NFT Consult
11:20 am – 11:30 am	Q&A Session	
11:40 am – 12:40 pm	Launching your Career (Career Exploration)	NFT Consult
12:40 pm – 1:00 pm	Q&A Session	
Day Four	Tuesday 19 th , 2021	
Time	Activity	In charge
10:00 am - 11:20 am	Responding to HR Selection Criteria	Ms. Lydia Nyakahuma, Human Resource Director
11:20 am – 11:30 am	Q&A Session	Moderator
11:40 am – 12:40 pm	Pre-Application Processes	Bernard Ochan
12:40 pm – 1:00 pm	Q&A Session	Moderator
Day Six	Wednesday 20 th , 2021	
Time	Activity	In charge
10:00 am - 11:20 am	Writing a Winning CV and Resume Writing	Mr. Medard Nabaasa, Deputy Dean of Students
11:20 am – 11:30 am	Q&A Session	
11:40 am – 12:40 pm	Cover Letter/Application Letter	Ms. Elizabeth Namakula, Lecturer, Cavendish University Uganda
12:40 pm – 1:00 pm	Q&A Session	
Day Seven	Thursday 21 st , 2021	

Time	Activity	In charge
10:00 am - 11:20 am	How to Prepare for an Interview	Mr. Jackson Birungi, Human Resource Manager
11:20 am – 11:30 am	Q&A Session	
11:40 am – 12:40 pm	Taking an Interviews	Bernard, Lydia, & Jackson
12:40 pm – 1:00 pm	Q&A Session	
Day Eight	Friday 22 nd , 2021	
Time	Activity	In charge
10:00 am - 11:20 am	Building your Personal Brand	Mr. Fred Mufta, Sales & Marketing Director
11:20 am – 11:30 am	Q&A Session	
11:30 am –12:00 Noon	Closing remark, introduction and Invitation of the Chief Guest	Mr. David Mutabanura, Executive Director
12:00 pm – 12:45 pm	Criteria for getting a job with public service (Guest of Honour)	Justice Ralph Ocan Chairperson Public Service Commission
12:45 pm – 1:00 pm	Q&A Session	Moderated by Mr. David Mutabanura