



Careers and Employability module for PhD students (Audit)

Module Timetable Audit 2025 2026



NATIONAL FORUM
FOR THE ENHANCEMENT OF TEACHING
AND LEARNING IN HIGHER EDUCATION



AN tÚDARÁS um ARD-OIDEACHAS
HIGHER EDUCATION AUTHORITY



Rialtas na hÉireann
Government of Ireland

Workshop & Assignment Timetable

Timeline of Module Commitments

Session or Assessment Title	Mode	Details	Date	Time
Complete Skills Audit and Reflective PDF and bring to in-person day	Individual	Due Date	14 th January 2026	n/a
Introduction	In Person	Room 201, 2nd Floor, 7-9 Sth. Leinster St.	15 th January 2026	10.30am
Workshop: Networking with confidence	In Person	Room 201, 2nd Floor, 7-9 Sth. Leinster St.	15 th January 2026	11:00-13:00
Workshop: Mapping Skills onto Career Options	In Person	Room 201, 2nd Floor, 7-9 Sth. Leinster St.	15 th January 2026	14:00-16:00
Workshop: The Art and Craft of a Great CV & Cover Letter	Online	Session and materials available on Blackboard	19 th Jan onwards	N/A
Workshop: Designing your Career	Online	Session and materials available on Blackboard	9 th Feb onwards	N/A
Workshop: Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	26 th Feb onwards	N/A
Workshop: Presenting your Best Self at Interview	Online	Session and materials available on Blackboard	9 th March onwards	N/A
Workshop: Intercultural competence and the Global Workplace	Online	Session and materials available on Blackboard	23 rd March onwards	N/A

Pre-Module:

- Skills Audit and Reflective Personal Development Plan: 3 hours
- Introduction to the Module Podcast and Student Handbook: 1 hour

During Module:

- Online sessions: 2 hours each (you can pause, reflect, and restart these at any stage)
- Face-to-face sessions: 1 day event (overview, 2x face-to-face workshops and lunch), 15th January 2026
- Reflective journal entries: 1 hour per week (these are optional but recommended)
- Prepare/apply/reflect/recall/extend tasks: 1 hour per week (these are optional but recommended)
- Optional additional webinars: 1 hour each (some available on MyCareer resources, or see MyCareer for upcoming careers events)