

Host:

TOPIC:

**From Campus
to Career:
Your Next
Chapter Starts
Here**

Date:

15TH MAY, 2025

Time:

10AM

Venue:



 BashleeNG.



WELCOME

TOLUPE ADEWALE

SCHEDULE THURSDAY 15TH MAY 2025



CV Preparation



Time Management
and Productivity



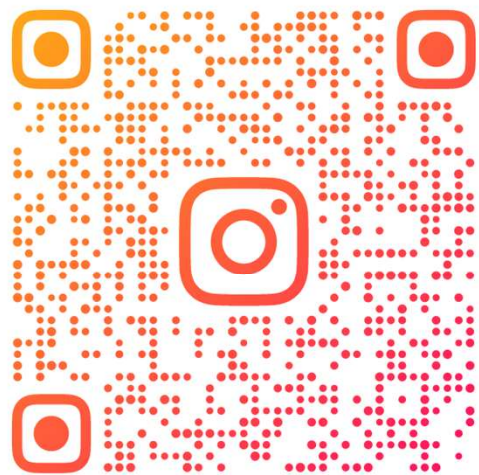
Interview Skills



Professional
Workplace



Studying Abroad



@BASHLEENG

QUESTIONS





CV PREPARATION

OlaJesu Gloria Alechenu-John

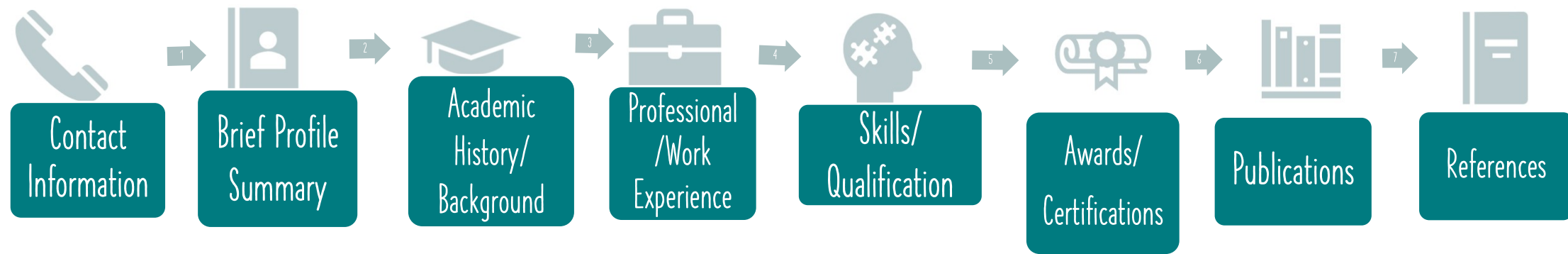


INTRODUCTION

What is a Curriculum Vitae (CV)?

A curriculum vitae (CV), from the Latin word meaning "course of life", refers to a detailed professional document highlighting a person's information such as, personal profile, educational background, working experience, skills, accomplishments, professional references and interests relevant to one's profession.

WHAT SHOULD BE INCLUDED IN A CV (RESPECTIVELY)?



A Professional CV Must

Be in the right or appropriate format or template

Be in the right font size and have the same font all through

Have margins best between 0.5 - 1 inch. Consistent line spacing all through

Utilize space effectively with the use of headers, bullet points where necessary, bold headers and keywords; and remove irrelevant information.

Not have essay-like paragraphs; use bullet points

Suit or fit the application requirement

A Professional CV Must

Be ATS friendly

Be in the right file format

Be more than three pages

7 Reasons You Will Not Be Called For Interviews as an Applicant

STOP having more than two colours (black and blue) on your cv.

STOP including your picture in your CV! You do not need to attach your passport photograph. Keep your picture out of your CV.

STOP adding your relationship/marital status or how many kids you've got in your CV!

STOP putting your full home address in your CV.

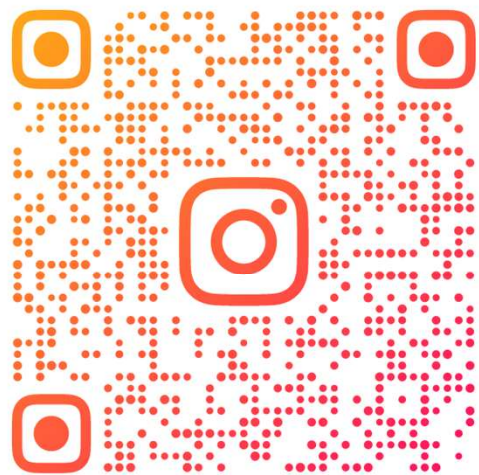
STOP including your strengths and weaknesses in your CV.

AVOID having a 4-5 pages CV...

STOP writing your CV like a letter or an essay.

Conclusion

- Keep your CV professional and watch the result...your email will be responded to, and your line will receive a call for that interview. Get ready for that interview!
- Cheers to getting your dream job!



@BASHLEENG

QUESTIONS





Time Management & Productivity

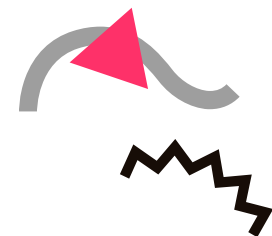
Victoria Okon



BashleeNG.



Session Agenda



01

Introduction

02

**Time Management
Process**

03

**Time Management
Techniques**

04

**Time Management
Problems**

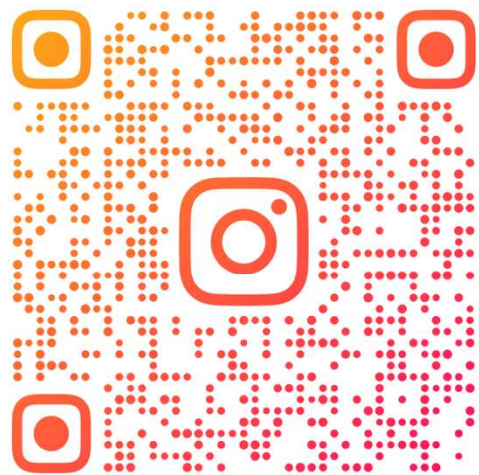
05

**Time Management &
productivity Tools**

06

**Time Management
Strategies**





@BASHLEENG

QUESTIONS





ICE BREAKER

Time Thieves

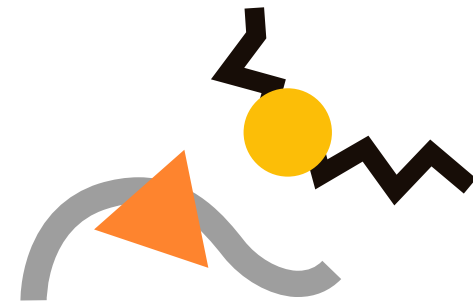
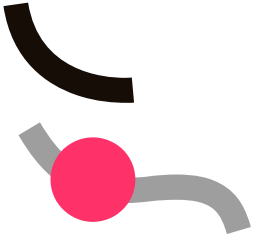
Write down 3 things that consistently steal your time





01

INTRODUCTION





The Basic Rule

**“Time management
is life management”**





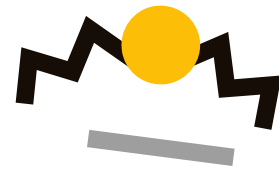
Time Management is simply making the most of your time and energy



I must govern the clock,
not be governed by it.

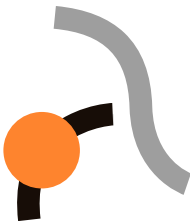
Golda Meir

quote fancy



Why Time Management is important

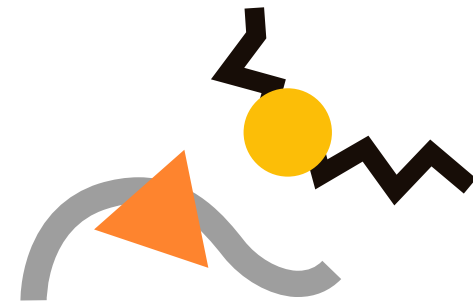
- Better academic performance
- Reduced stress and anxiety
- More balanced lifestyle
- Preparation for professional career





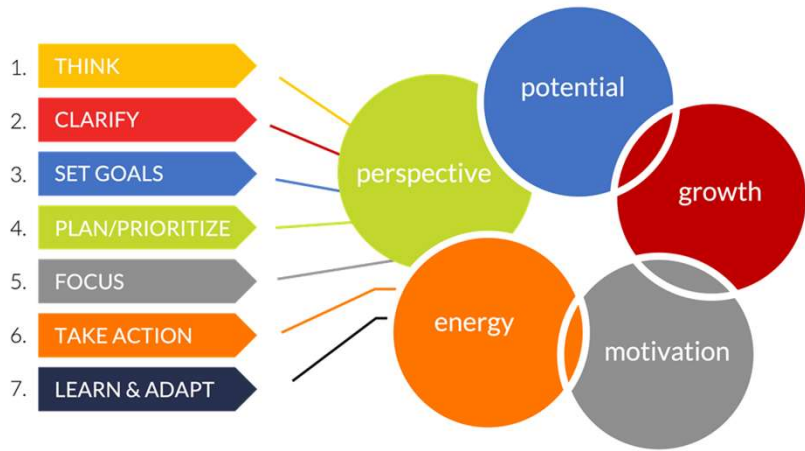
02

Time Management Process

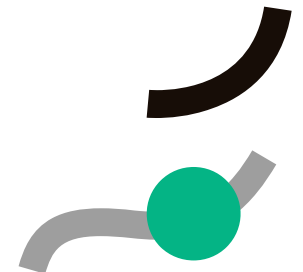
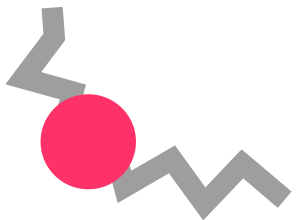




The Time Management Process



- Making activity logs
- Goal setting
- Planning
- Prioritising
- Scheduling





Making activity logs

Make a realistic estimate of the time spend during the day on school activities.



Goal Setting



- Setting lifetime goals help to chart your life course and your career path
- Breakup your academic goal in smaller goals
- Make a To-Do list
- Revise and update your list on daily bases and judge your performance

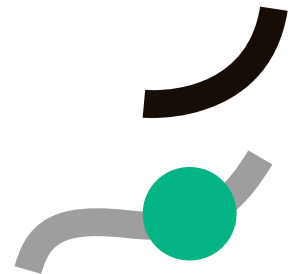




Planning



- Draw an action plan - A list of things that need to be done to achieve your goals
- Plan for each day, each week, each semester





Prioritising

- Later
 - Tomorrow
 - Today
 - NOW**
- 

Eisenhower Matrix





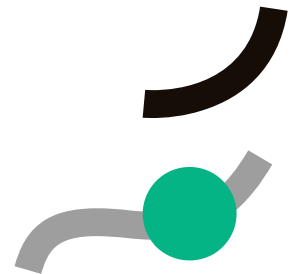
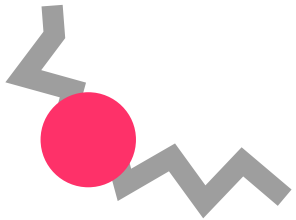
Scheduling

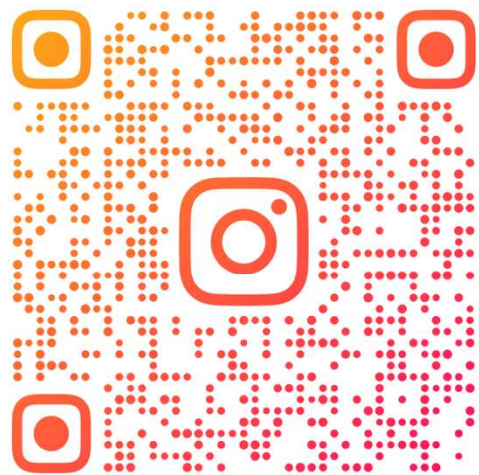
- Make a realistic estimate of how much you can do per time
- Reserve some uncertainty time to deal with unexpected events

Activity



Categorize your typical weekly activities into the four quadrants





@BASHLEENG

QUESTIONS





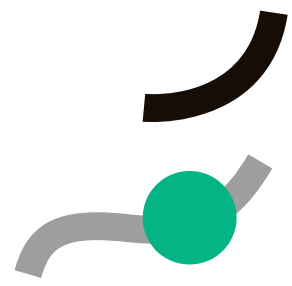
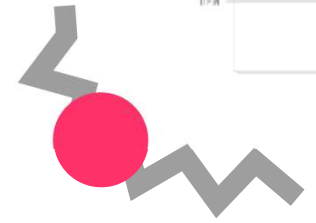
03

Time Management Techniques



Time Blocking

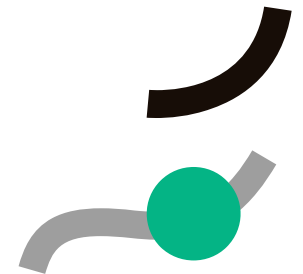
Allocating specific time slots for tasks





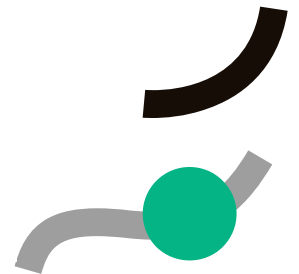
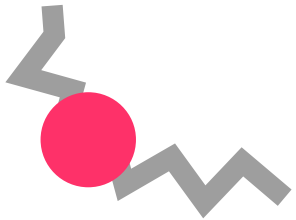
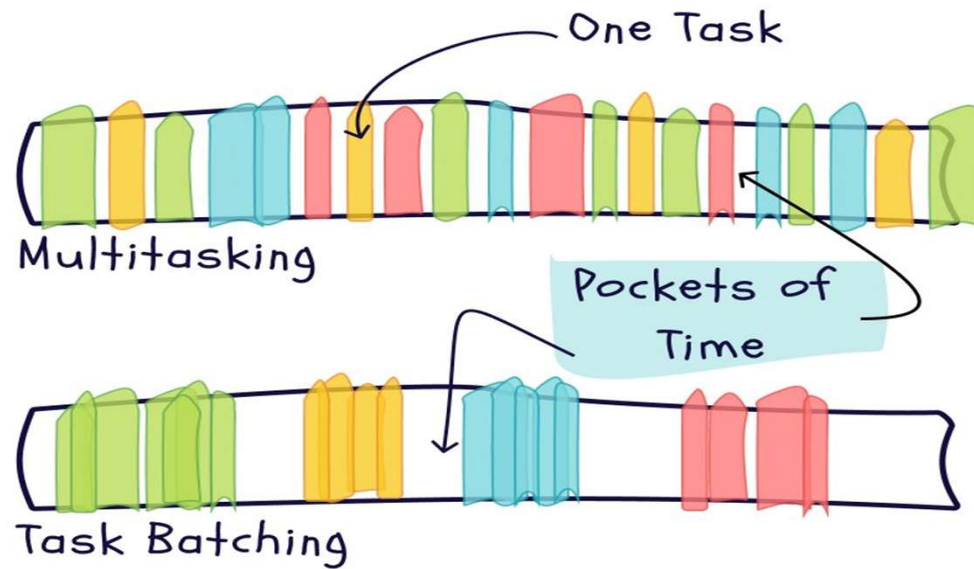
The Pomodoro Technique

- Study in focused 25-minute intervals
- Take 5-minute breaks between intervals
- After 4 intervals, take a longer 15-30 minute break
- **Benefit:** It makes daunting tasks approachable





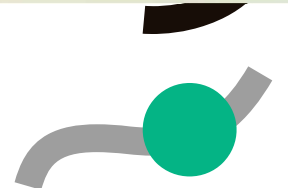
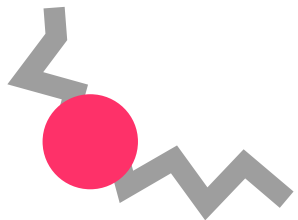
Task Batching



Task Batch Activity



1. Identify tasks to be done next week
2. Sort Tasks into groups
3. Create time blocks for each groups





04

Time Management Problems

Common Time Management Problems for Students

Multitasking

Procrastination

Overcommitment

Lack of
Prioritization

No schedule
or plan

Distractions



Procrastination -The Thief of Time

Avoiding important tasks, which leads to stress and poor performance





Strategies to overcome procrastination



Identify the root causes of procrastination



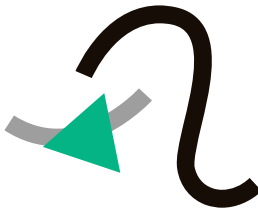
Use the Pomodoro Technique



Break down large tasks into smaller, manageable steps.



Reward yourself





05

Time Management & productivity Tools

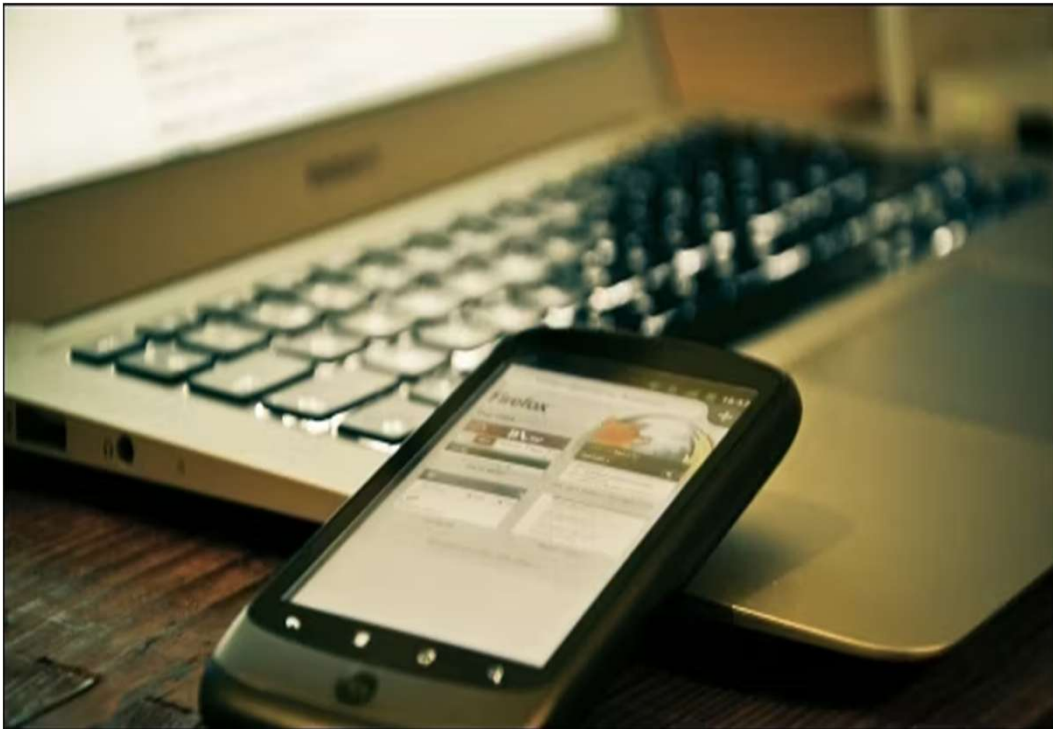


Technology Tools for Student Productivity

- Task management apps (Todoist, Asana)
- Calendar integrations (Google Calendar, Apple Calendar)
- Note-taking systems (Notion, OneNote)
- Focus apps (Forest, Focus@Will)

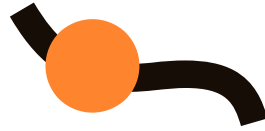


Digital Distraction Solutions



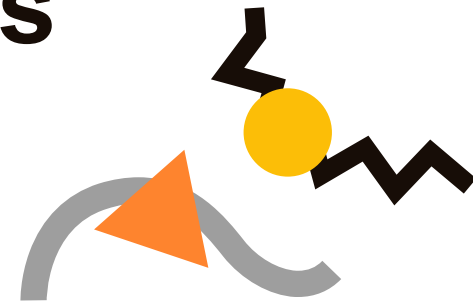
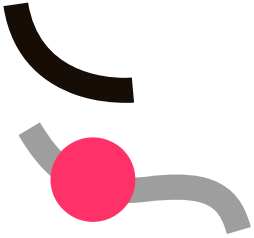
- App blockers (Freedom, Forest)
- Notification management
- Browser extensions to limit social media
- Student Challenge: Digital detox during study blocks





06

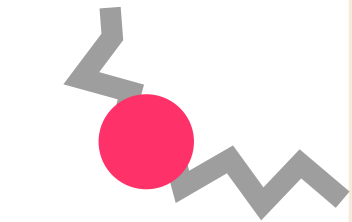
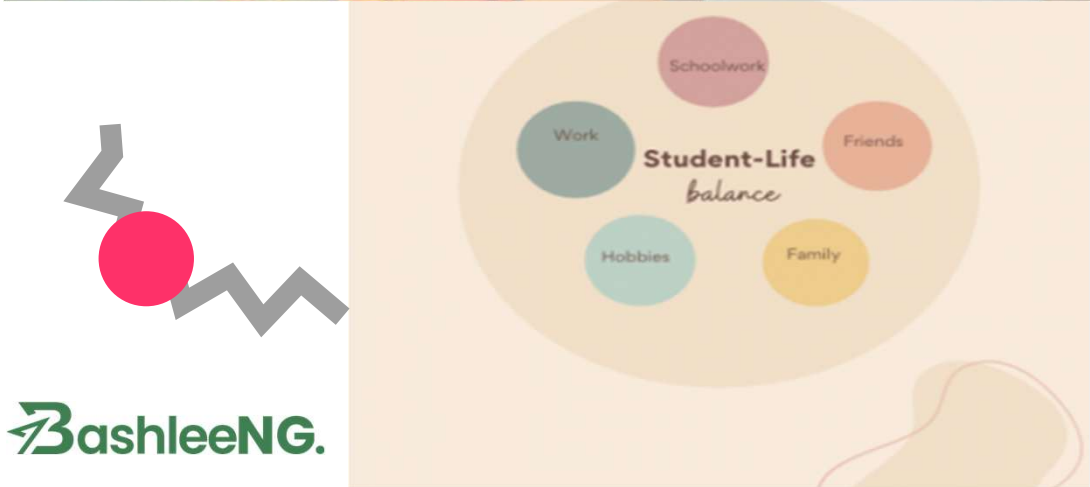
Time Management Strategies





Energy Management Is Time Management

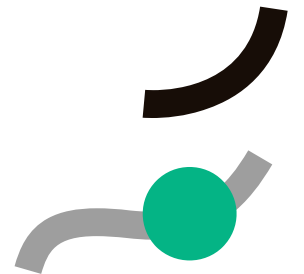
- Identify and schedule your peak productivity hours
- Align difficult tasks with high-energy periods
- Nutrition, sleep, and exercise impact on brain function





Effective Study Techniques That Save Time

- Active recall vs. passive review
- Spaced repetition
- Chunking complex information
- The Feynman Technique (teaching to learn)
- Study groups

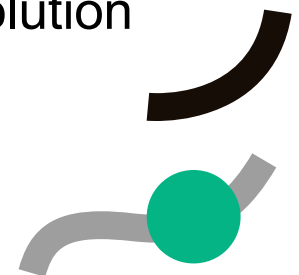




Managing Group Projects



- Clearly define of your role
- Set realistic project timelines
- Use Progress tracking tools
- Use effective communication channels
- Formulate conflict resolution strategies





Implementing Your Personal System

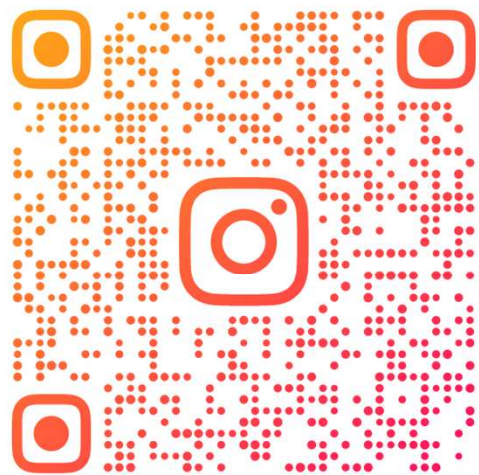
- Start small with 1-2 techniques
- 30-day commitment to new habits
- Regular review and adjustment
- Finding accountability
- Campus resources for additional support

Summary of Key Points



- Time management is crucial for student success and well-being
- Common problems like procrastination, multitasking, and lack of prioritization can be overcome.
- Effective strategies include planning, prioritizing, minimizing distractions, and using time management tools.
- Remember to take care of yourself and maintain a healthy balance.





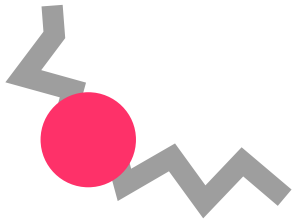
@BASHLEENG

QUESTIONS

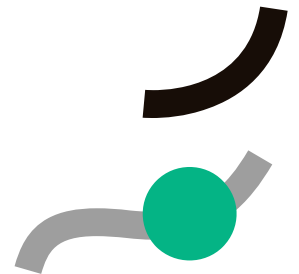




**Thank
You!!!**



BashleeNG.

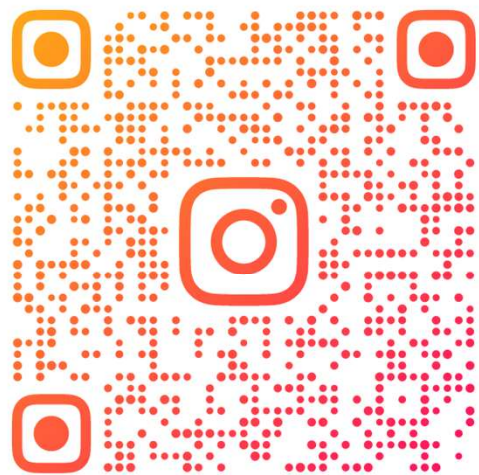


Ace Your Interview: The Complete Preparation Guide

Welcome to your comprehensive interview preparation guide. These slides will walk you through essential techniques to showcase your best self during interviews.

P Paul-Esupofo Oriade





@BASHLEENG

QUESTIONS



Ace Your Interview: The Complete Preparation Guide

Purpose of This Session:

- Equip participants with vital life and career skills.
- Prepare individuals for global opportunities and professional interviews.
- Introduce key considerations for studying, volunteering, or working abroad.





Session Objectives

By the end of this session, you will:

1. Understand how to prepare for virtual interviews and career conversations.
2. Learn the ethics and etiquette required in both physical and virtual professional environments.
3. Engage with practical tools and mock interview scenarios. 4. Gain insights into study-abroad options, volunteering, and global integr



Virtual Interview Skills

Master preparation techniques



Professional Ethics

Learn physical and virtual etiquette



Practical Application

Engage with mock scenarios



Global Opportunities

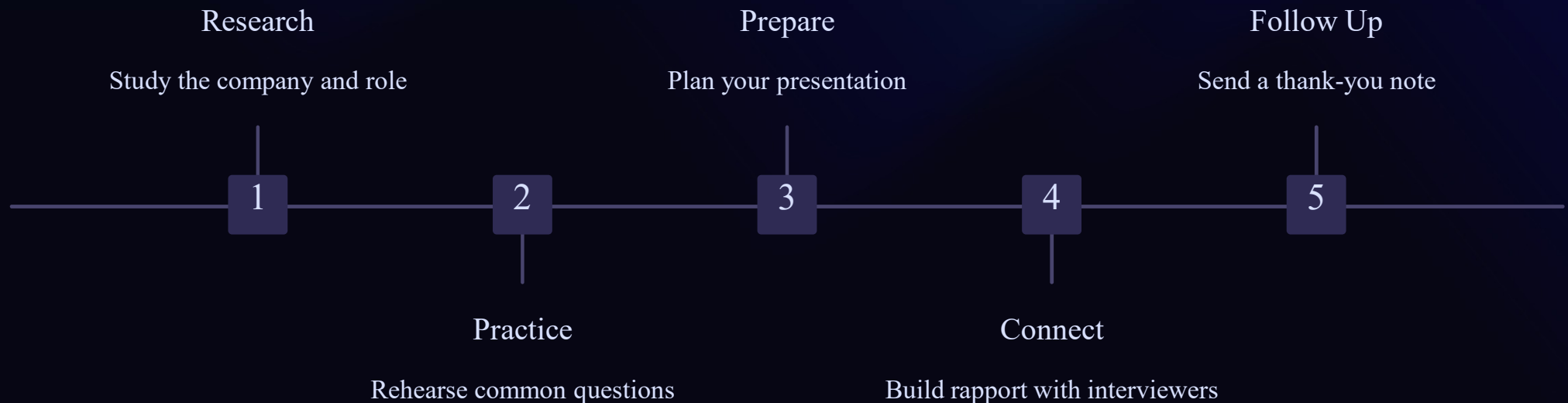
Explore study abroad options

Intro :Ace Your Interview: The Complete Preparation Guide

Welcome to your comprehensive interview preparation guide. These slides will walk you through essential techniques to showcase your best self during interviews.

Mastering these strategies will boost your confidence and increase your chances of landing that dream job.

Written by **Paul-Esupofo Oriade**



Handling Common Interview Questions

Why You Want This Company

Connect their mission with your values. Research their culture and impact beforehand.

Long-term Career Goals

Show ambition while aligning your path with company growth.
Be specific about skills.

Overcoming Challenges

Use the STAR method: Situation, Task, Action, Result.
Highlight your problem-solving approach.





Handling Common Interview Questions

Why this company?

Connect their mission with your values

Research culture and projects beforehand

Long-term career goals

Show ambition aligned with company growth

Be specific about skill development

Overcoming challenges

Use STAR method effectively

Highlight problem-solving approach



Crafting Powerful Responses



Listen Carefully

Understand what's truly being asked before formulating your response.



Structure Your Answer

Keep responses concise, focused and relevant to the question.



Provide Specific Examples

Back up claims with relevant stories from your experience.



End Positively

Highlight the learning or positive outcome from each situation.

Showcasing Your Skills and Experiences



Quantify Achievements

Use numbers: "Increased sales by 25% in 6 months"



Emphasize Transferable Skills

Communication, teamwork, and problem-solving are universally valued



Highlight Relevant Projects

Connect past experiences directly to the job requirements

Professional Ethics

Integrity
Honest communication in all interactions

Confidentiality
Protect sensitive information



Respect
Value diverse perspectives and backgrounds

Responsibility
Accountable for actions and commitments

Ethics and Etiquette (Physical & Virtual)

Physical Environment

- Arrive early
- Dress appropriately
- Respect everyone
- Firm handshake, good posture

Virtual Environment

- Minimize background noise
- Mute when not speaking
- Be punctual
- Eliminate distractions

Universal Etiquette

- Listen attentively
- Don't interrupt
- Acknowledge others respectfully



Virtual Interview Preparation



Before

- Research company thoroughly
- Test tech: internet, mic, camera
- Choose quiet, well-lit space
- Dress professionally



During

- Eye contact through camera
- Speak clearly, confidently
- Keep materials nearby



After

- Send thank-you email
- Reflect on performance



Virtual Interview Mastery

Technical Setup

Check camera, microphone and lighting

Environment Control

Quiet, clean background with minimal distractions

Digital Body Language

Eye contact with camera, upright posture

Demonstrating Enthusiasm and Interest



Ask Thoughtful Questions

Prepare 3-5 insightful questions about the role and company



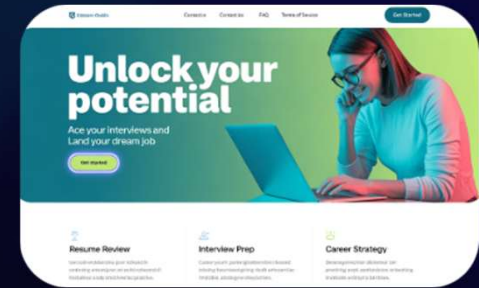
Show Genuine Interest

Use positive body language and enthusiastic tone



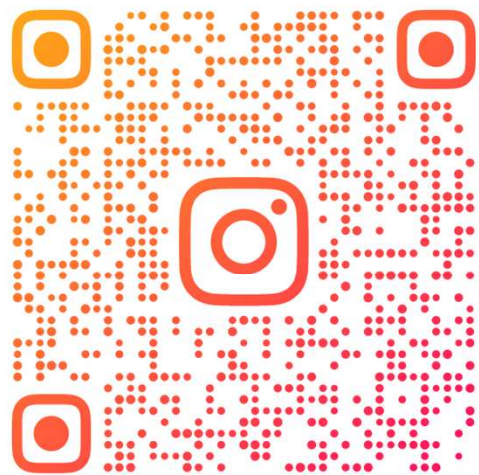
Make Connections

Link your experience to company needs



Research Thoroughly

Know the company's history, values, products, and recent news



@BASHLEENG

QUESTIONS



Mastering Body Language



Confident handshake

Firm but not overpowering

Make eye contact while greeting



Proper posture

Sit straight with shoulders back

Avoid crossing arms



Engaged eye contact

Look at interviewer without staring

Show active listening

Today's Journey



Interview Prep

Master virtual interview techniques



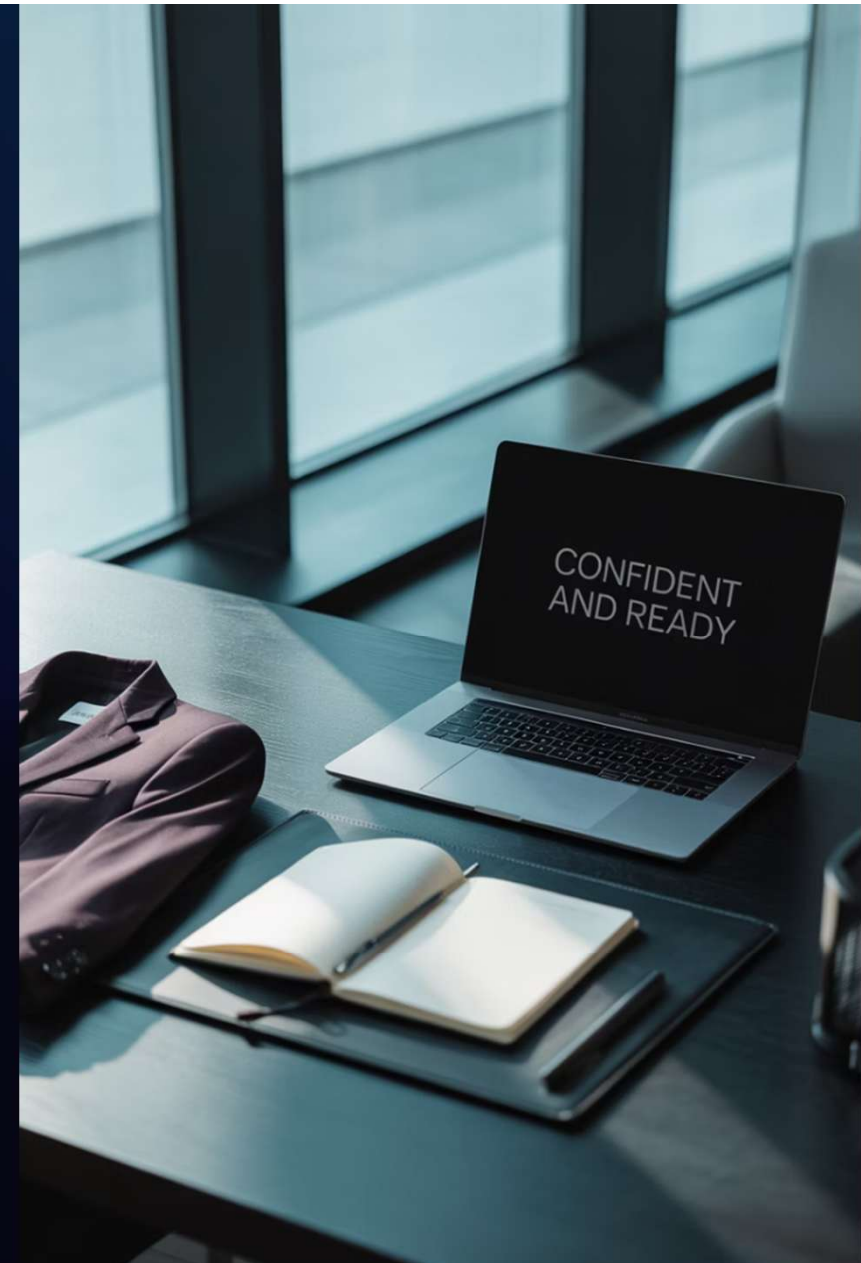
Professional Etiquette

Navigate physical and virtual environments



Practical Application

Apply skills through real-world scenarios



Connectpro®



Seamless collaboration.
Limitless potential.

Combine Physical /Virtual Etiquette Essentials



Punctuality

Log in 5-10 minutes early



Audio Management

Mute when not speaking



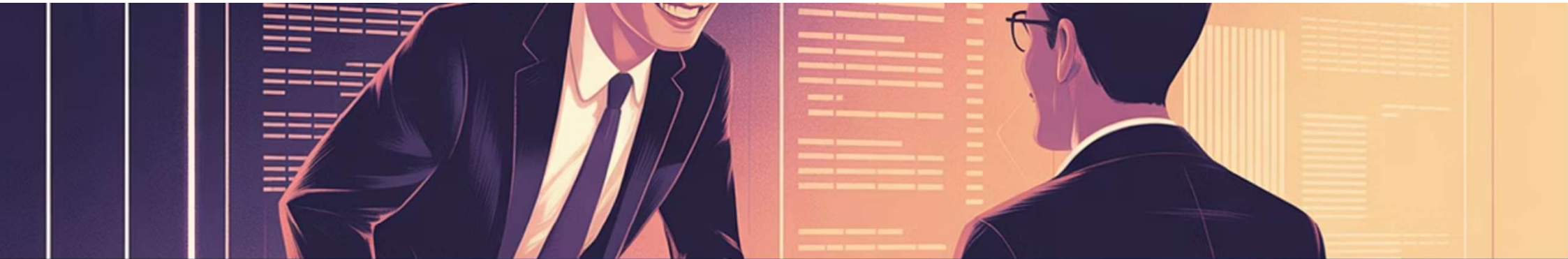
Full Attention

Avoid multitasking during meetings



Chat Protocol

Use chat appropriately for questions



Mock Interview Questions

Let's practice responding to real-world questions:



Working in toxic environments

Focus on communication, boundaries and problem-solving



Overcoming challenges

Use STAR (Situation, Task, Action, Result) method effectively



Longtime Career Goals

Demonstrate alignment and growth potential



Biggest achievements

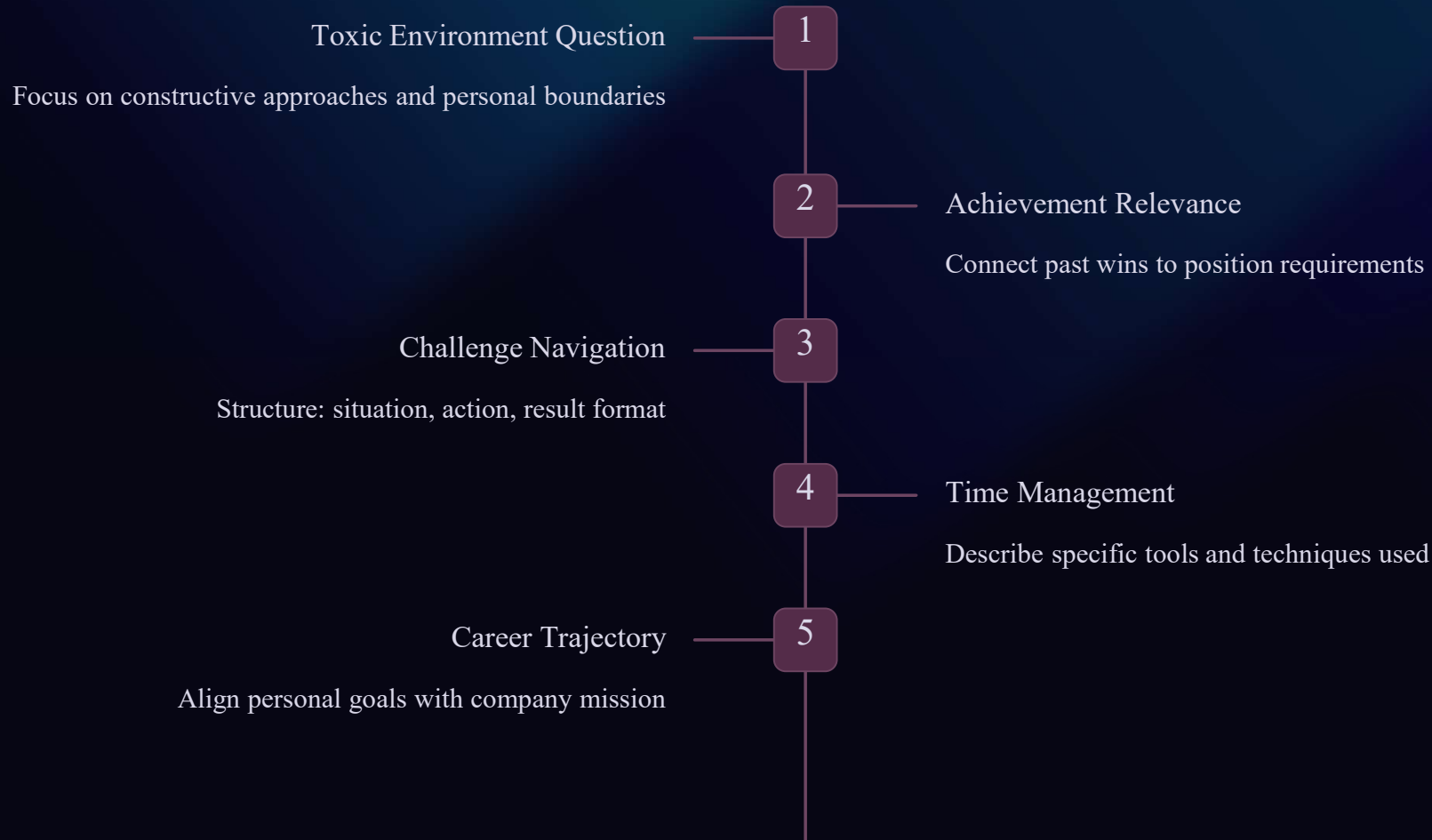
Connect accomplishments to role value



Task prioritization

Showcase tools and time management strategies

Challenging Interview Questions



STAR Method Response Technique



Situation

Describe the context briefly



Task

Explain your responsibility



Action

Detail specific steps taken



Result

Share measurable outcomes

Volunteering as Career Capital

Skill Development

Practice leadership, teamwork, and communication

- Project management experience
- Relationship building

Resume Enhancement

Fill gaps and demonstrate initiative

- Shows commitment
- Provides references

Network Expansion

Connect with professionals across sectors

- Hidden job market access
- Mentorship opportunities



Meet Your Guide

Digital Educator

Helping students navigate the digital landscape

Media Practitioner

Hands-on experience in modern media

Filmmaker

Creating visual stories that inspire

Mock Interview Questions

Handling Workplace Challenges

"How do you handle working in a toxic environment?"

Showcasing Achievements

"What are your biggest achievements, and how do they relate to this role?"

Problem-Solving Abilities

"Can you describe a time when you overcame a significant challenge?"

Time Management

"How do you prioritize tasks and manage your time effectively?"





Following Up After the Interview

24

Hours

Send thank-you note within this timeframe

3

Key Points

Personalize, show interest, stay concise

1

Opportunity

Address any missed points from interview



Following Up After the Interview



Send Thank-You Note

Email within 24 hours. Personalize with specific interview details.



Reiterate Interest

Remind them why you're excited about the position.



Address Missed Points

Add information you forgot to mention during the interview.

Following Up After the Interview

Send a thank-you note within 24 hours

Email is acceptable. Personalize it with specific interview details. Keep it concise and professional.

Reiterate your interest and qualifications

Briefly remind them why you're excited about the position. Mention how your skills align with their needs.

Address any missed opportunities

Add information you forgot to mention. Clarify any answers you feel could be improved.



Final Interview Success Tips



Prepare materials: extra resumes, reference list, portfolio

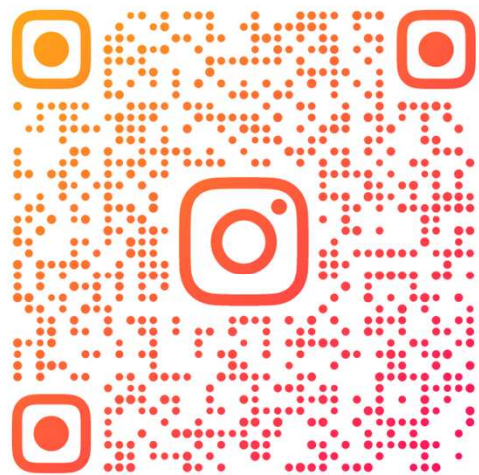
Practice makes perfect: mock interviews, record yourself, time responses

Day-of preparation: arrive early, turn off phone, check appearance

Your Next Steps



Begin your journey today. Research opportunities, prepare documentation, practice interview skills, and build your international network.



@BASHLEENG

QUESTIONS



THANK YOU FOR LISTENING

We hope this presentation has empowered you with tools for international success. Remember to start early, embrace cultural differences, and build strategic connections.





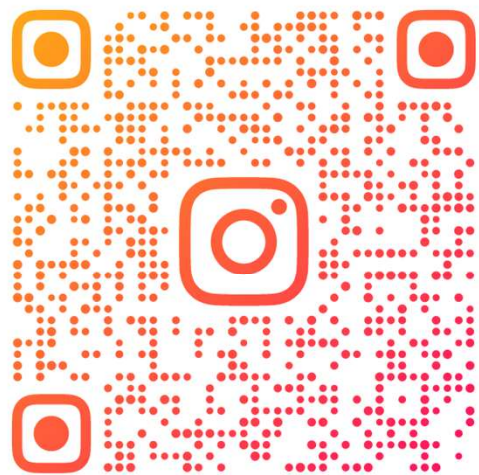
Understanding the Professional Workplace

OlaJesu Gloria Alechenu-John



Table of Contents

- ❖ What is a Professional Workplace?
- ❖ Understanding the Key-words
- ❖ Nature/Culture of the Professional Workplace
- ❖ General Workplace Etiquettes
- ❖ Professional Communication
- ❖ Professional Appearance
- ❖ Time Management
- ❖ Teamwork
- ❖ Professional Work Tools
- ❖ Q & A
- ❖ Conclusion



@BASHLEENG

QUESTIONS



What a professional workplace means to different people ...



Let's understand the key words...

Professional

- ❖ Coined from the word “profession”
- ❖ Refers to a specialized field or area of work that provides services to the society

Workplace

- ❖ Refers to a place of work
- ❖ Can be described according to profession (field or area of work)

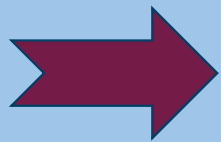


Nature/Culture of the Professional Workplace

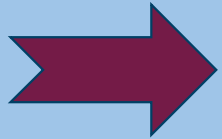


General Workplace Etiquettes

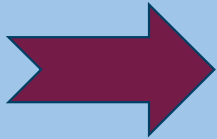
Workplace etiquettes are a set of unwritten rules...



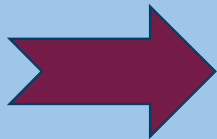
Accountability & Responsibility



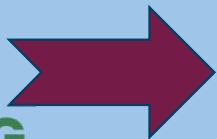
Trust & Reliability



Positive Attitude



Quality delivery



Confidentiality



Professional Communication

“Bro David/David”



“Mr. David/David”

“Abeg, check your mail”



“Kindly check your mail”

“Sorry jare, I...”



“Apologies, I...”

WhatsApp



Email



Professional Appearance

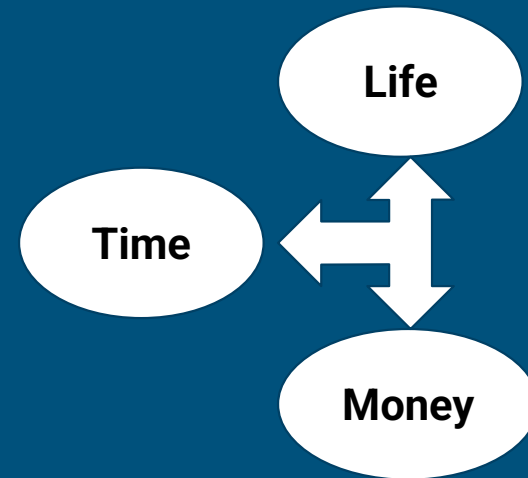


Professional Appearance



Time Management

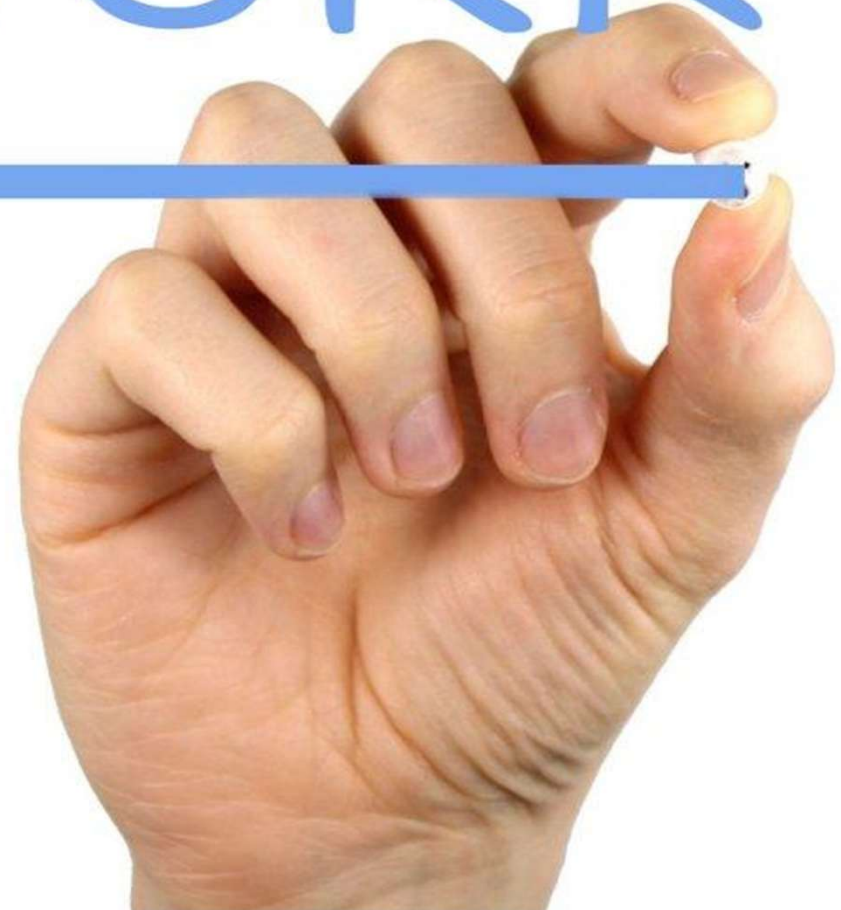
- Accountability for time of work
- Deadline for tasks and projects



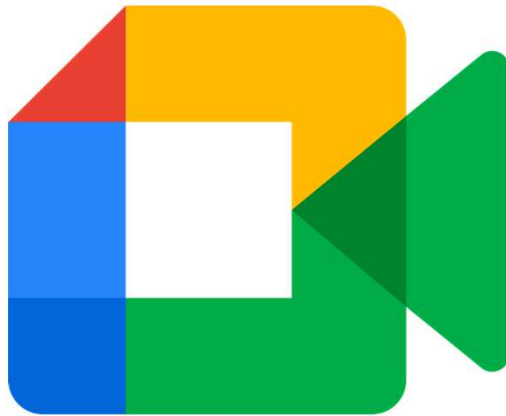
- | | | | |
|--|--|--|--|
| | | | |
| | <ul style="list-style-type: none">→ No lateness!→ No last minute!→ No excuses!→ No procrastination! | | |

- | | | | |
|--|--|---|--|
| | | | |
| | | <ul style="list-style-type: none">→ Intentionality→ Planning→ Tasks listing→ Google calendar | |

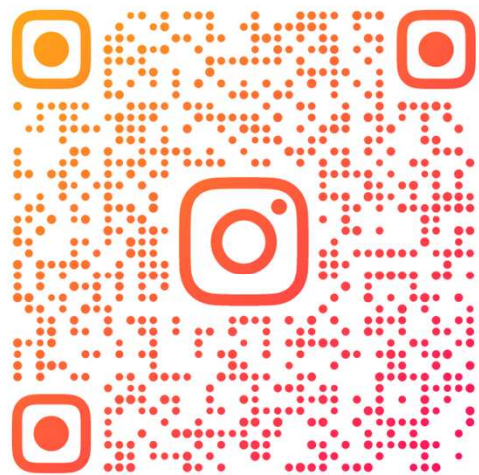
TEAMWORK



Professional work tools



zoom

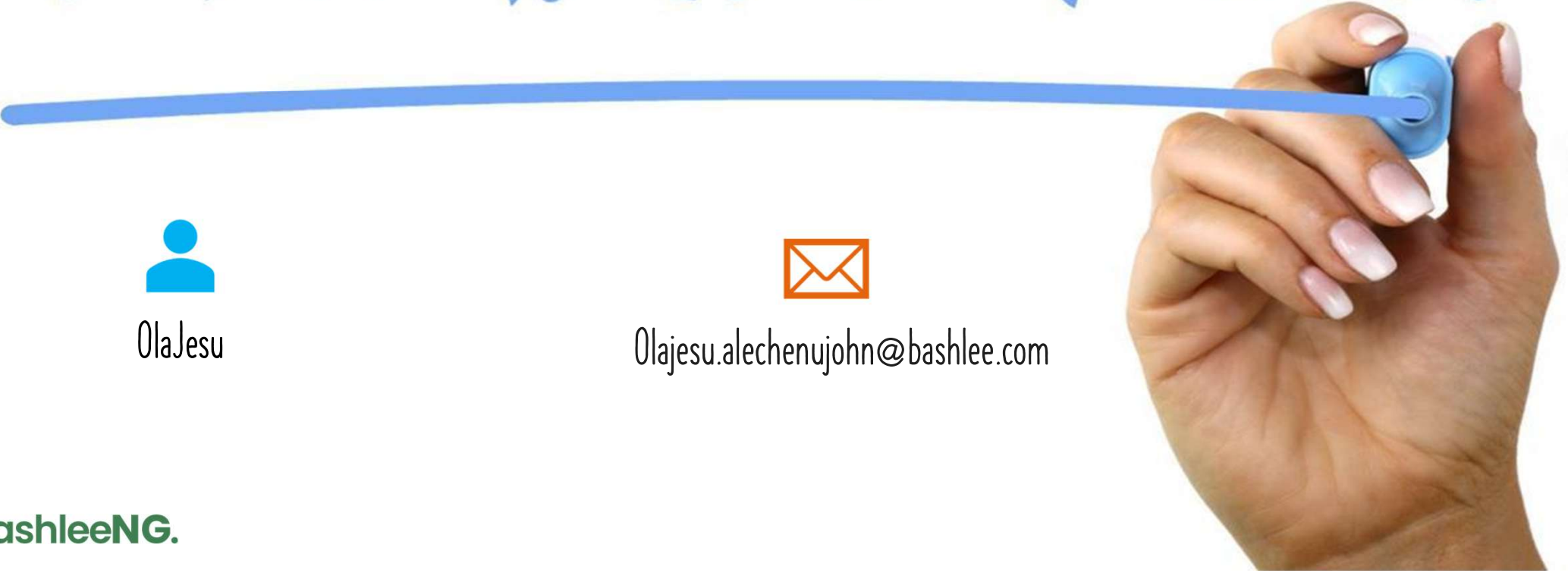


@BASHLEENG

QUESTIONS



THANK YOU



OlaJesu



Olajesu.alechenujohn@bashlee.com



Studying Abroad: Your Gateway to Global Learning

Embarking on an international education journey opens doors to new cultures, perspectives, and opportunities. This guide will help you navigate the exciting challenges ahead.

By Paul-Esupofo Oriade



Session Objectives

By the end of this session, you will:

1. Understand how to prepare for virtual interviews and career conversations.
2. Learn the ethics and etiquette required in both physical and virtual professional environments.
3. Engage with practical tools and mock interview scenarios. 4. Gain insights into study-abroad options, volunteering, and global integr



Virtual Interview Skills

Master preparation techniques



Professional Ethics

Learn physical and virtual etiquette



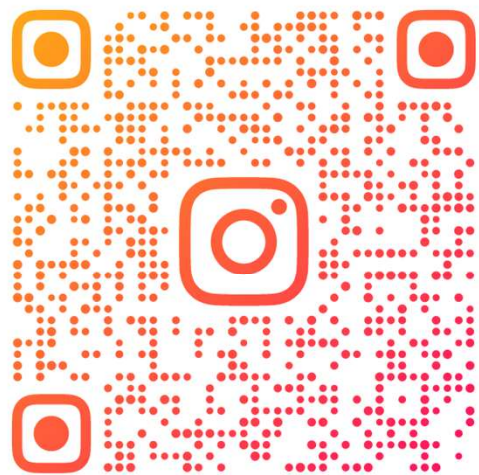
Practical Application

Engage with mock scenarios



Global Opportunities

Explore study abroad options



@BASHLEENG

QUESTIONS





Study Abroad and Career Options



Course Options

Music, HRS, Tech, Medical, Media, and more career paths available.



Cultural Integration

Navigate language and cultural differences in USA, UK, Germany, and more.



Volunteering Experience

Gain valuable work experience through meaningful volunteer opportunities.



Visa Processing

Learn about job opportunities and visa requirements for international careers.



**Global
Pathways
University**

Your World. Your Future.

BashleeNG.

Cultural Differences and Adaptations



Communication Styles

Learn local communication norms. Some cultures may be more direct than others.



Body Language

Be mindful of gestures. What's acceptable at home might be offensive elsewhere.



Customs & Traditions

Research local customs before arriving. Knowledge shows respect and eases transition.



Building Cultural Intelligence



Building cultural intelligence requires a foundation of knowledge, the ability to adapt your behaviors, and ultimately full integration into the local culture.

Time Management Essentials

Plan Ahead

Create weekly schedules for classes and activities

1

Prioritize Tasks

Focus on important assignments first

2

Set Boundaries

Balance academics with exploration

4

Track Progress

Review and adjust your schedule regularly

3

Organization Strategies



Document Management

Keep important papers in one secure place



Daily To-Do Lists

Write actionable tasks each morning



Digital Tools

Use apps for scheduling and reminders

Building Your Support Network

Fellow International Students

Connect with others facing similar challenges.

Local Community

Make connections with local residents and families.



University Resources

Utilize international student services and advisors.

Home Connections

Maintain regular contact with family and friends.

Community Engagement Opportunities

Student Clubs

Join organizations related to your academic interests or hobbies. They provide instant community and skill development.

Volunteer Work

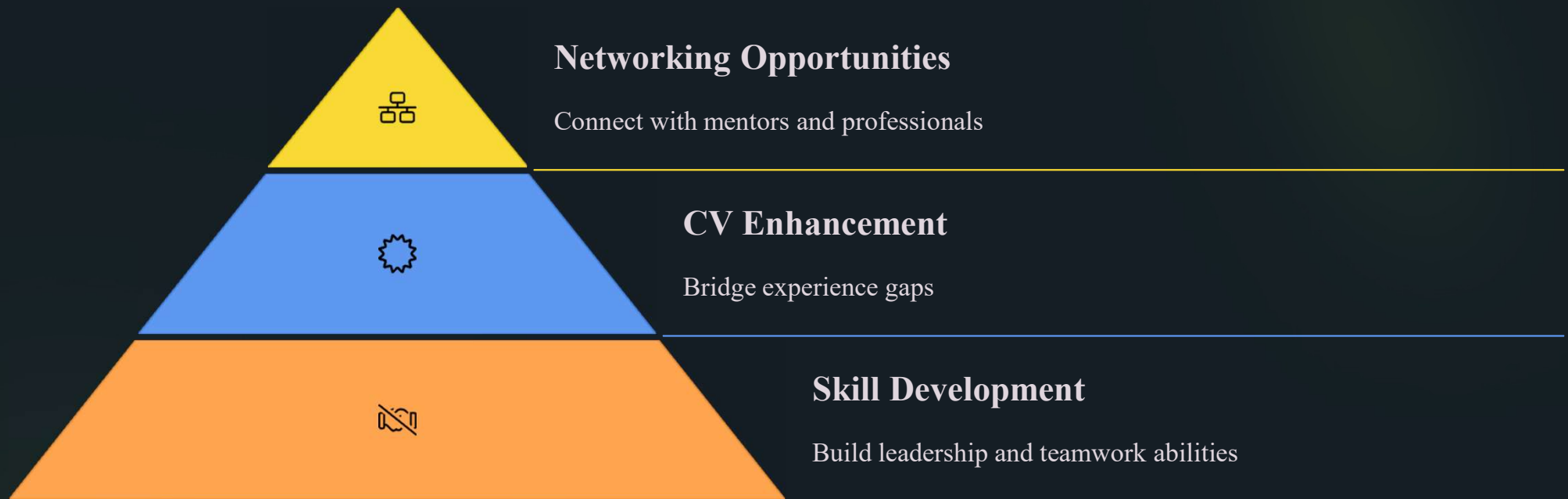
Give back to your host community through service. It builds meaningful connections and enhances your resume.

Language Exchange

Participate in conversation groups. You'll improve language skills while making friends.



Volunteering as Valuable Experience



Tip: Document roles and achievements—treat it like formal work experience

Volunteering as Career Capital

Skill Development

Practice leadership, teamwork, and communication

- Project management experience
- Relationship building

Resume Enhancement

Fill gaps and demonstrate initiative

- Shows commitment
- Provides references

Network Expansion

Connect with professionals across sectors

- Hidden job market access
- Mentorship opportunities

Global Adaptation Strategies



Documentation Mastery

Research visa requirements thoroughly



Language Preparation

Learn basics before arrival



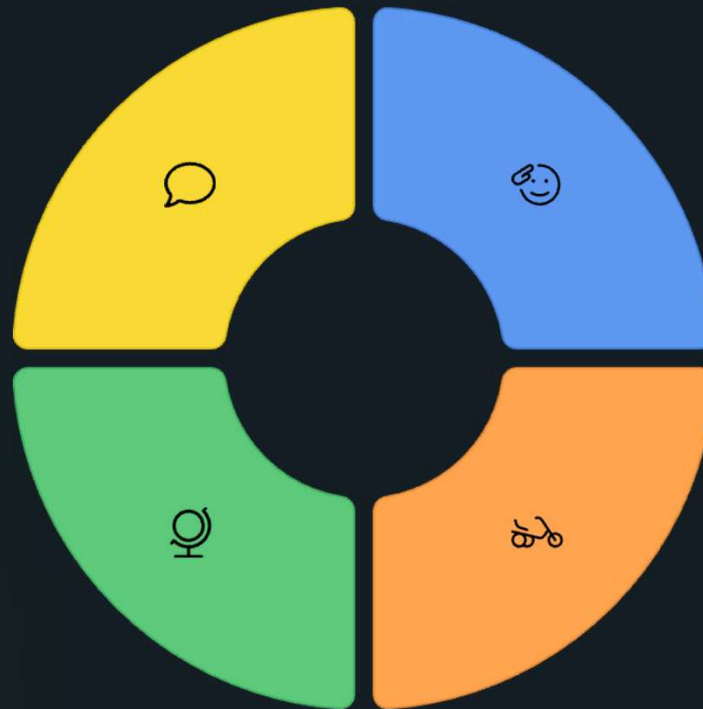
Cultural Mentorship

Connect with locals for guidance

Integration and Adaptation

Culture Shock

Differences in lifestyle and communication



Respect Local Customs

Learn values and language variations

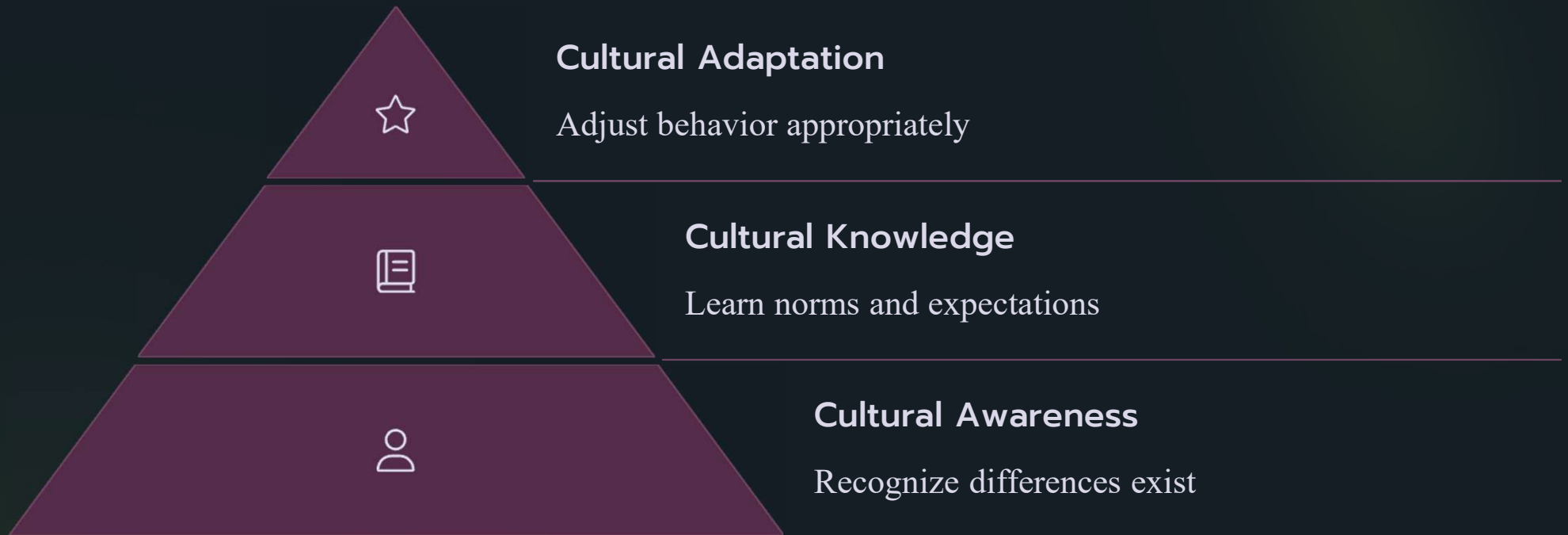
Global Destinations

USA, UK, Germany, France, South Africa,
Ghana

Adapt with Humility

Maintain a teachable spirit

Cultural Intelligence Development



Global Education Destinations



Academic Pathways



eduspark

Ignite your potential



BashleeNG.

Course Options to Consider



Music

Performance, production,
music business



HRS

Humanities, Religion,
Social Sciences



Technology

IT, Software Dev, AI,
Cybersecurity



Medical Fields

Nursing, Medicine, Public
Health



Media

Journalism, Film
Production, Digital Content

Additional guidance: Visa information, Job opportunities during/after programs



Visa Application Success

3-6

Months Ahead

Start application process early

100%

Documentation

Complete all required forms

2x

Financial Proof

Exceed minimum requirements if possible

1-3

References

Strong letters from credible sources

Health and Wellness Abroad

Physical Health

- Research healthcare options before arrival
- Get proper health insurance coverage
- Locate medical facilities near your residence
- Pack essential medications with prescriptions

Mental Health

- Acknowledge culture shock is normal
- Practice stress management techniques
- Seek counseling services when needed
- Maintain healthy sleep patterns



Study Abroad Benefits



Cognitive Flexibility

Enhanced problem-solving through new perspectives



Language Immersion

Accelerated fluency through daily use



Global Network

International connections for future opportunities



Personal Development

Independence and adaptability in new environments



Overcoming International Challenges



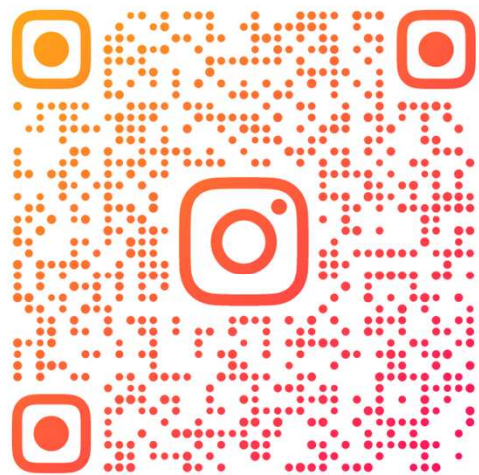
Language Barriers
Use translation tools; practice key phrases



Bureaucratic Hurdles
Seek local administrative guidance



Culture Shock
Connect with support networks



@BASHLEENG

QUESTIONS



Safety Precautions



Know Your Surroundings

Research safe areas and transportation options.



Emergency Contacts

Save local emergency numbers and embassy contact.



Secure Valuables

Keep important documents and belongings safe.



Travel Buddies

Use the buddy system when exploring new areas.

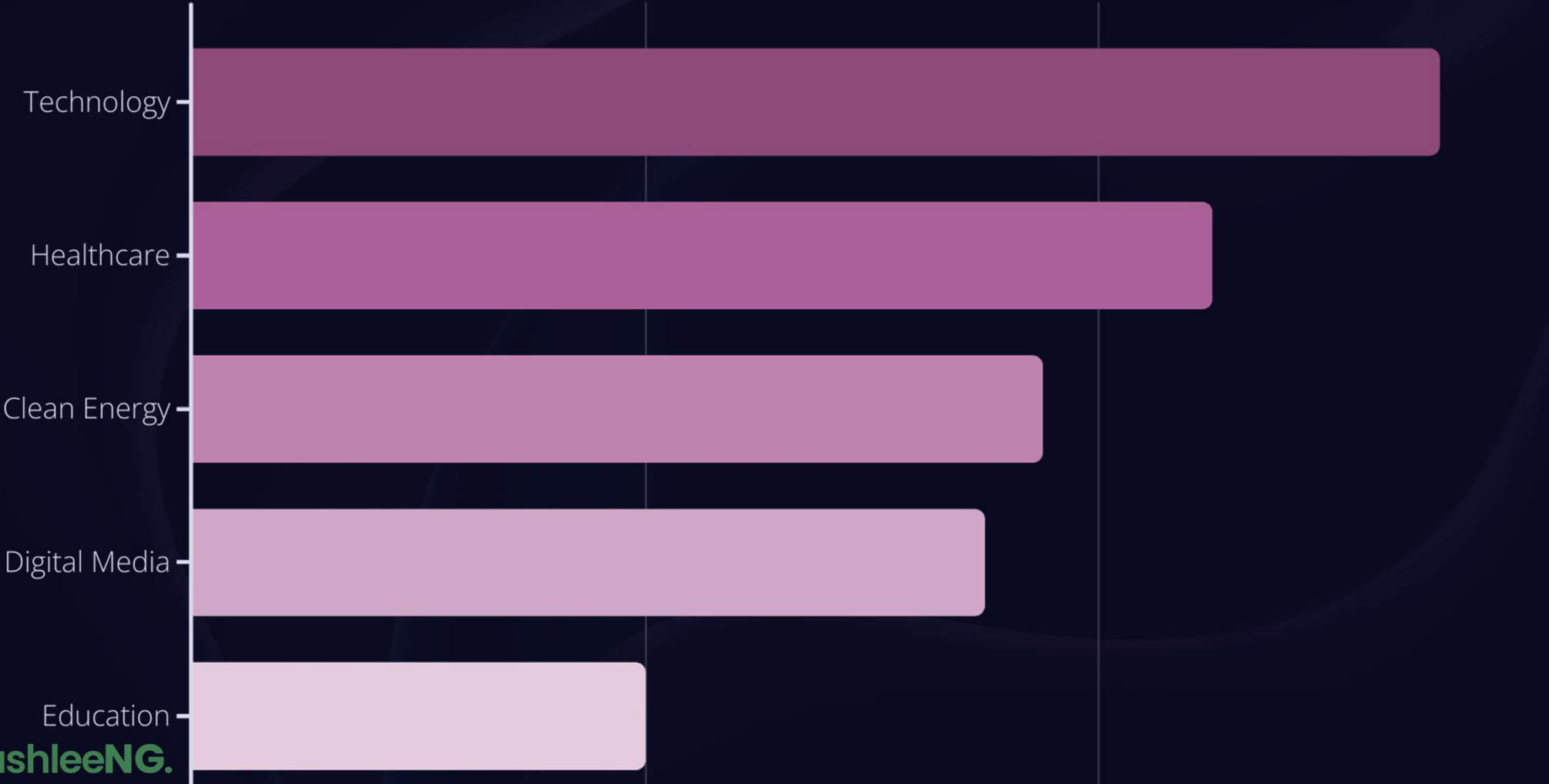


CityWise
Navigator



Explore with
confidence

Global Job Market Trends



International Networking Strategies

Platform	Best For	Approach
LinkedIn	Professional connections	Personalized connection requests
Alumni Networks	Education-based opportunities	Virtual and in-person events
Industry Events	Field-specific connections	Prepare targeted questions
Expat Communities	Local integration	Regular meetup participation





Language Development



Daily Practice

Use language learning apps for 15 minutes daily. Small consistent efforts yield big results.



Community Immersion

Shop at local markets and engage with shopkeepers. Real-world practice accelerates learning.



Media Consumption

Watch local TV shows and read newspapers. Cultural context enhances understanding.

Academic Success Strategies



Understand Expectations

Learn about grading systems and professor expectations early.



Participate Actively

Contribute to discussions despite language differences.



Seek Writing Help

Use writing centers for assistance with academic papers.



Form Study Groups

Collaborate with classmates on complex topics.



Financial Management

Effective budgeting, tracking expenses, and understanding currency exchange are crucial skills for financial success while studying abroad.



Budget Planning

Create a monthly spending plan that accounts for tuition, housing, food, transportation, and leisure activities.



Expense Tracking

Monitor your spending with digital tools or apps to avoid overspending and identify areas to reduce costs.



Banking Solutions

Set up a local bank account to avoid foreign transaction fees and ensure easy access to funds.



Currency Management

Understand exchange rates and find the most cost-effective methods for transferring money internationally.

Making the Most of Your Experience



Cultural Exploration

Visit museums, historical sites, and cultural events. These experiences enrich your understanding.



Professional Development

Seek internships or volunteer opportunities. They build valuable skills for your resume.



Personal Reflection

Keep a journal of your experiences. Reflection deepens learning and preserves memories.



Meet Your Guide

Digital Educator

Helping students navigate
the digital landscape

Media Practitioner

Hands-on experience in
modern media

Filmmaker

Creating visual stories that inspire

Building Your International Portfolio



Multilingual Resume

Adapt format to local expectations



Credential Evaluation

Verify degree equivalency internationally



Digital Portfolio

Showcase work examples across cultures

4

International References

Include diverse professional endorsements



Returning Home: Next Steps

93%

Career Advantage

Employers value international experience on resumes

75%

Personal Growth

Students report increased confidence after studying abroad

50%

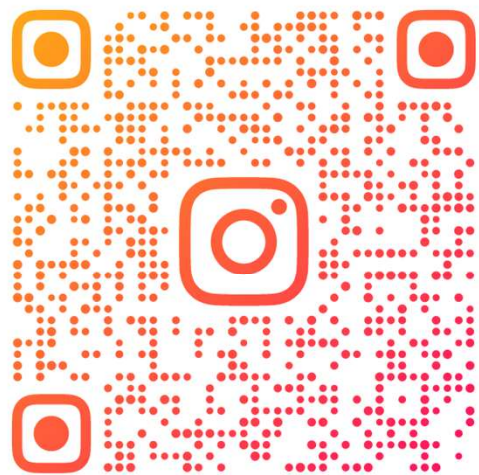
Global Perspective

Half of returnees maintain international connections professionally

Your Next Steps



Begin your journey today. Research opportunities, prepare documentation, practice interview skills, and build your international network.



@BASHLEENG

QUESTIONS



THANK YOU FOR YOUR TIME!

We appreciate your attention and engagement throughout this presentation on studying abroad. Your journey to global learning starts here!

If you have any questions or need further information, please don't hesitate to contact our international programs office.

We wish you the best of luck on your international adventure!

 BashleeNG.



CLOSING REMARKS

TOLUPE ADEWALE