



Workshops for Professional Assessment

Professional Assessment Made Easy Series

Jointly organised by HKIE Veneree Club and HKIE Toastmasters Club

Dates: **Workshop 1:** Saturday 24 May 2025 9:00am - noon
Workshop 2: Saturday 21 Jun 2025 9:00am - noon
Workshop 3: Saturday 19 July 2025 9:00am - noon** (**The actual duration of Workshop 3 for each participant is 1 hour.)

Venue: HKIE HQs, 9/F, Island Beverley, Causeway Bay

Benefits for attending the workshops:

- Enhance your communication skills for MHKIE professional assessment
- Strengthen your confidence in answering assessment questions
- Develop your potential skills for your future career
- Obtain CPD Certificate



These **Professional Assessment Made Easy** series will be conducted by experienced qualified engineers from Veneree Club and Toastmasters Club:

- **Workshop 1** on mastering interviewing techniques
- **Workshop 2** on mastering written communication skills (Essay/Technical Write-up)
- **Workshop 3** on mock professional assessment interview

Note. If your discipline does not require written assessment, you can consider not to attend Workshop 2

Each workshop is limited to a maximum of 20 participants. The fee for joining each workshop is \$300.

For **Workshop 1**, every participant will be interviewed and obtained feedback (strong points and areas for improvement). Body language awareness, Impromptu speaking technique, speak concise, and how to answer difficult questions are focusing points in Workshop 1.

For **Workshop 2**, every participant will be required to write short article(s) and will obtain feedback with suggestion. Write simple sentence, direct to the point, paragraphing and preparation to write are the focusing points in Workshop 2. (Excluding those technical examination, e.g. Structure Discipline Written Examination)

For **Workshop 3**, Mock interview is conducted and feedback for improvements will be given in Workshop 3.

Notes:

1. These series of workshops are provided for educational purpose and no guarantee of results is made. Participants are responsible for their own performance. Actual professional assessment results will be based on individual's effort and circumstances.
2. Applicants can join all or any of the workshops. It is preferably those joining Workshop 3 has previously joined Workshop 1.



The HKIE Veneree Club
香港工程師學會睿賢學社



The HKIE Toastmasters Club
香港工程師學會演講會

For enquiries, please contact

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To register your participation, please post the completed reply form (as attached) together with the cheque (HK\$300 per person per workshop) payable to 'The Hong Kong Institution of Engineers' (Mailing Address: Veneree Club, The Hong Kong Institution of Engineers, 9/F Island Beverley, Causeway Bay, Hong Kong)

Registration Deadline is normally set at 2 weeks before the event date on first-come first-served basis. If the registration is full, the participant will be advised the next available workshop date.