

ACADEMIC WORKSHOP TIMETABLE SEMESTER 1 2008

DIPLOMA STUDENTS – PLEASE NOTE. WORKSHOPS WILL BE INCLUDED AS PART OF YOUR FOUNDATIONS OF MANAGEMENT TUTORIALS

Academic Skills Workshops Wednesdays 1pm-2pm Room 105	
Wk. 3	Efficient Study Skills /Time Management What to study and how to study efficiently
Wk. 4	Referencing Skills Using Harvard referencing
Wk. 5	Note-Taking Skills / Summarising skills What notes to take and how to write study notes
Wk. 6	Assignment / Essay Writing
Wk. 7	Researching / Online resources Using La Trobe Online Library
Wk. 8	Group Work Strategies Doing group work assignments
Wk. 9	Assignment / Essay Writing
Wk. 10	Presentation Skills
Wk. 11	Exam strategies /Dealing with stress

