



CONNECT2COLLEGE

EMPLOYABILITY & WORK EXPERIENCE PRE-ENROLMENT RESOURCE PACK



Communication Skills – Interview a Family Member

Family interviews – great for development of reading, writing, speaking and listening skills

Interviewing family members about their occupation using the following script

- Thank you attending this interview
- Please tell me a bit about yourself
- What did you study at school?
- What was your ideal career path when you were studying?
- Did you gain work experience? If so can you tell me about this experience?
- What job do you have now?
- Can you tell me about your role?
- Can you tell me what a typical day at work is like for you?
- How did you study prepare you for your current job?
- How did your work experience prepare you for your current role?
- What do you enjoy about your job?
- Can you tell me about a time when you have had to use your initiative at work?
- Can you tell me about a time when you have had to deal with conflict in the work place? How did you manage the situation?
- What important life lessons has working taught you and why?

Now it is time for you to be interviewed by a family member using the following script

- Tell me a bit about yourself. Where are you from?
- What do you tend to do for fun?
- What are your hobbies?
- What are you currently studying at school/college?
- What do you plan to study in the future and why?
- What would you say were your personal strengths?
- What would you say were your personal areas for development?
- What are employability skills?
- How do you think you can improve your current employability skills?
- What would be your ideal job and why?
- Do you have a CV?
- What would you say were the most important parts of a CV?
- Do you have a covering letter?
- Why is it beneficial to have a Covering letter when applying for a job?
- Why have you applied for this role?
- What do you think that you can bring to the company?
- Tell me about a time when you have worked well as part of a team?
- Tell me about a time when you have used your initiative.
- Tell me about a time when you have demonstrated good planning skills?
- Have you engaged in any type of Work Experience? If so, what was it?
- How was it beneficial to you?
- How can you use what you have learned on Work Experience in other environments?
- How has Work Experience prepared you for work?

Barriers to Effective Listening

Below are a few barriers to effective listening. Fill in the remaining spaces with more barriers. In the right hand column, identify a solution that would overcome that barrier.

Barriers to Listening	Solution
Personal bias or prejudice	
Worry or fear	
Short attention span	
Inability to understand (i.e. foreign language)	
Background noise	
Frequent interrupting	

Time Keeping – Plan a Journey for Work Experience

Below are two activities that will help you to plan your time and travel better by consider a number of important things.

Journey planning Activity - You are going on work experience and you will need to work out your journey in advance to avoid being late.

Go to the TFGM website - www.tfgm.com

Click on journey planning.

Choose start as a college postcode (eg Openshaw is M11 2WH)

Plan a route to an employer and consider the following things:

- What time do I need to be at work?
- How long do I need to get to my first mode of transport?
- How long will my journey take me, from college to placement?
- Will it give me enough time to get to work 15 minutes early?
- Possible traffic?
- The quickest route?
- The cheapest route?

If you don't have a placement in mind, imagine your placement is one or more of the below:

Construction Site – M15 5FJ

Travel agents – M2 4ND

Care Home – M15 6GQ

Zoo – M25 2SW

Mechanics Garage – M16 9UA

Hair Salon – M2 3AG

Media studio – M1 3BR

Restaurant - M3 4NQ

Opera house – M3 3HP

Hotel - M15 5FJ

Architecture firm - M3 2BW

Travel planning scenario

Priya is traveling from home to Manchester Town Hall for an employer visit. She starts at 9am.

Which of the following options is her

- **Quickest route**
- **Cheapest route**

Option 1:

Leave home at 8am and walk to Manchester Town Hall.

Arrive at work at 9am

Option 2:

Leave home at 8.25am, and take the 219 bus to

Aytoun Street, walk to the Town Hall

Arrive at 8.55am. SystemOne day travelcard is £2.80

Option 3:

Leave home at 8.45am, cycle

Arrive at 9am

Option 4:

Leave home at 8.50am and travel by taxi.

Arrive at 9am. Cost is £8.70

WHICH OPTION WOULD YOU TAKE?

Answers below

Option 1: 60 minutes/ free

Option 2: 30 minutes / £2.80 for the day

Option 3: 15 minutes / free

Option 4: 10 minutes / £8.70 return = £17.40

Using your Initiative

Initiative means the ability to assess and initiate things independently and can be described as the power or opportunity to act or take charge before others do.

In a working environment it is very important to use and show initiative as a way of learning and showing how motivated you are to succeed.

An employee that uses their **Initiative** is a highly valuable person to a company.

Activity – Workplace Scenarios

Look through each work scenario below and consider how you would use your initiative in each situation.

Scenario One

It is the second week of your work placement. Your line manager has asked you to carry out some research and provide notes by the end of the week. It is a subject you know nothing about.

How would you demonstrate your initiative?

Scenario Two

You have to complete work experience and have set your personal targets.

What steps can you take to source a suitable placement?

Scenario Three

A customer or client enters your workplace and asks a question. You are unable to answer the question.

Discuss relevant options. How would you demonstrate your initiative?

Scenario Four

You have completed some initial training with your line manager. However, there is one area you don't fully understand.

How would you use your initiative?

Self- Confidence - SWOT Analysis

Take a SWOT analysis to identify your strengths, weaknesses, opportunities, and threats as you think about self-confidence.



Now detail the ways in which you could:

- 1 – Build upon your strengths
- 2 – Minimise your identified weaknesses
- 3 – Find opportunities to develop yourself and minimise your weaknesses
- 4 – Combat any identified threats

Strengths	Weaknesses	Opportunities	Threats

Goal Setting – SMART Goals

SMART Goal Worksheet

Today's Date: _____ Target Date: _____ Start Date: _____

Date Achieved: _____

Goal: _____

Verify that your goal is SMART Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Achievable: Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

Relevant: Why is this goal significant to your life?

Time based: When will you achieve this goal?

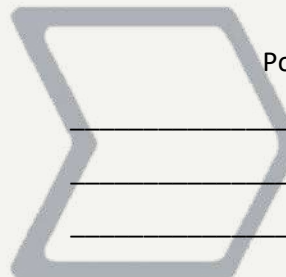
This goal is important because:

The benefits of achieving this goal will be:

Take Action!

Potential Obstacles

Potential Solutions



Who are the people you will ask to help you?

Specific Action Steps: What steps need to be taken to get you to your goal?

What?	Expected Completion	Date Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employability & Work Experience Activity

Creating objectives for work experience:

The best way to get the most from any work experience is to think about what you want to gain from this before you start. Use the space below to create 3 objectives for your future work experience. This might be something quite generic e.g. develop my communication skills or might be a more specific aim to learn about a particular skill or technique in an industry.

Work Experience Objectives:

1: _____

2: _____

3: _____

Employability & Work Experience Activity

Researching a company for work experience:

Thinking about the industry linked to your college course and your future career aims, research some local companies who you would be interested in completing work experience with. You can use Google to identify local companies.

You will be able to find out a lot about a company from their website but might also find out more on sites such as www.glassdoor.co.uk and Facebook.

Company Name:

Company Address:

Company Contact Number:

Following some on-line research, record 3 key facts about the company (e.g. what do they specialise in? How many employees do they have? Etc.)

Fact 1: _____

Fact 2: _____

Fact 3: _____

Company Name:

Company Address:

Company Contact Number:

Following some on-line research, record 3 key facts about the company (e.g. what do they specialise in? How many employees do they have? Etc.)

Fact 1: _____

Fact 2: _____

Fact 3: _____