

Standing Out: New Way To Work – Programme Overview

Year 12: Stepping Out

- A weekly programme aimed to develop professional skills and experiences to ensure you are ready to stand out from the crowd on applications, in interviews, and during work placements.
- Theory of each skill will be taught, and application of these skills will be embedded through real-life learning experiences.
- A key aspect of this programme is the opportunity to put your skills into practice in Real Life Practical Scenarios and by working with External Business Representatives. For example, after practicing and learning how to network, you will attend a meet & greet event of external business representatives and practice opening conversations to build connections for future opportunities.
- Working with external specialist mentors is another key feature. Elements of professional and soft skills are not always specialities of teachers, therefore, we endeavour to bring in experts from other industries who will mentor you to help your development in these areas. These include experts in leadership from sporting and military backgrounds, experts in recruitment from the corporate recruitment industry, and experts in self-analysis and development from the Civil service. Examples of some of these mentors are below.

Core Skills Developed through the Programme:

Confidence	Effective Communication	Teamwork	Self-analysis	Drive & Curiosity	Problem Solving	Leadership	Persistence & Resilience
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Meet some of your Mentors:



Guy Richardson

Founder and CEO, Eiger Performance

For over a period of 30 years, Guy Richardson has been developing and leading High Performance Teams. Uniquely, he has worked in one of the elite armies of the world as well as one of the world's most celebrated international sports teams.

Guy's Journey To Date

Guy was an officer in the British Army for 20 years and in 2004 joined The Scottish Rugby Union as the Scotland National Rugby Team Manager. Following this in 2010, Guy became the Director of Operations for The British and Irish Lions Rugby Team, a job in which he was accountable for everything off the field of play. His collaborative leadership enabled him to get the very best out of stakeholders, all working to the one goal.

Following the success of the tour in 2013, Guy founded his company EIGER Performance. Guy is a graduate of The Royal Military Academy Sandhurst and The Open University.

Guy's Roles Include:

- Director of Operations for British and Irish Lions
- Scotland National Team Manager
- Advocate, ABF The Soldiers' Charity (Scotland)
- Non-Executive Director, Basketball Scotland
- Associate of the Edinburgh Institute (Leadership and Management development at Napier University)
- Visiting lecturer at numerous universities across the UK and the Royal Military Academy Sandhurst

More on Guy



Ella Morris

Specialist in Economics and the Leadership of effective & Dynamics Teams.


Since leaving university in 2016, Ella has been driving forward and leading extremely effective teams and delivering high-profile projects. She is currently the head of a team that creates evidence-based strategies for the UK's trade department.

ELLA'S JOURNEY TO DATE:

Although she has had jobs since she was 16 in and around Ealing, Ella's career really kicked off after graduating from Newcastle University where she's worked in insurance, finance and now the civil service. She has always been asked to stay on in roles, or been promoted and this has been due to her leadership, work ethic and emotional intelligence. Her latest promotion was off the fast stream (the government's graduate scheme) in just a year and a half.

ELLA'S ROLES INCLUDE:

- Head of Strategic Departmental Analysis, Department for International Trade (Civil Service)
- Fast Stream Economist (Civil Service)
- Associate Financial Consultant (JDX, Deutsche Bank)
- Volunteer Business Consultant (Balloon Ventures, International Citizen Service)
- Technical Analyst, Insurance (Novae)



Amanda Perry

Managing Director, Next Employment

A successful multi-million-pound recruitment agency located in Cornhill the heart of the City.

Overview

Amanda has been working for Next for over 25 years and had the opportunity to acquire the business in 2010 from the two sleeping partners. With an operations office in Cornhill the team of 10 led by Amanda are fortunate to be in walking distance of nearly all their clients. Next work predominantly with clients within the professional services space with a particular focus on the London Insurance Market, which is traded through Lloyds of London, the biggest insurance market in the world. Lloyds is well known for insuring specialist risks within the marketplace which included David Beckham's legs and the New York twin towers!

A bit more about Amanda

Outside the working week Amanda and her team are all active networkers and participate in industry events such as the Lloyds Rugby 7s which is held annually just down the road in Kew, or Lloyds Beach Volleyball where brokers and underwriters participate in some highly competitive matches to be crowned the Lloyd's champion. Amanda also enjoys using the facilities of the Ned where she and the senior consultants are members and can wind down in the indoor spa, outdoor pool, gym or many restaurants - not forgetting even when there to network with other members.

Autumn 1: Becoming a Professional	Autumn 2: Soft Skills for The Workplace	Spring 1: Application & Interview Experiences	Spring 2: Leadership & Placement Preparation
<p><u>Introduction:</u></p> <p>Meet other members of the course along with key staff / mentors who will help you across the course.</p> <p>Understand the importance of Soft & Professional skills to be successful in the world of work.</p> <p>Set up with Online Portfolio that will log progress throughout Sixth Form.</p> <p>Introduction to IBM Skills Build & understand how to use this to self-learn and upskill throughout your time in Sixth Form.</p>	<p><u>Effective Communication:</u></p> <p>Verbal Email Telephone</p> <p>Examples of good and bad practice across different formats and the impact this can have.</p> <p>Script for starting & ending emails & telephone calls.</p> <p>Do's & Don'ts of communication across different formats.</p> <p>Chance to practice communicating across these formats in business settings e.g., making sales calls.</p>	<p><u>Preparing for the Interview:</u></p> <p>What to research prior to an interview & where to find it: - Company CORE values - The department you will work in - Company careers page - Company history - Recent developments of the company</p> <p>LinkedIn to identify your interviewer</p> <p>How to breakdown the Job Description / Person Specification & pre plan answers to questions to demonstrate how you meet these.</p> <p>Practice: Each student to be matched with a mock-job they are applying for. Students to use skills we have learn to prepare for an interview that will happen in the future, with an external business representative.</p>	<p><u>Leadership Masterclass Session 1:</u></p> <p>Led by Guy Richardson</p> <p>Are leaders born or made?</p> <p>Lessons from good & bad leaders.</p> <p>Creating your leadership signature.</p> <p>Being respected vs. being liked & both.</p> <p>How to earn respect.</p> <p>Delegation & Empowering others.</p> <p>Communicating effectively as a leader & Team Member.</p>
<p><u>Self-Analysis Session:</u></p> <p>Introduced to a range of tools to help you self-analyse your strengths, weaknesses, opportunities and threats.</p> <p>Understand how you can use these tools throughout your life to better prepare yourself for different life & career goals.</p>	<p><u>Presenting:</u></p> <p>Why these are important and the different times in the future you will have to present: interviews, appraisals, meetings, leadership.</p> <p>Examples of good & bad presentations.</p> <p>Key Do's & Don'ts checklist for presentations.</p>	<p><u>Competency Based Questions & Structuring Your Answers:</u></p> <p>What are competency based questions and what does the employer want to get from you?</p> <p>CAR Technique for answering: Circumstance/Challenge Action Result</p>	<p><u>Leadership Event:</u></p> <p>Students will be split into groups and over a period of weeks they will plan a Large Event at the school for pupils / parents. E.g., Cultural Evening, Science Exhibition, Digital Day, Quiz Competition.</p> <p>The group will work on this weekly, changing who is leading each week</p>

<p>Analyse yourself at this stage of your life & understand what you need to do to be in the best position possible for your Work Placement later in the year.</p>	<p>Practice delivering low-stake presentations to the group.</p> <p>Plan a presentation ready to deliver to external mentors in an authentic setting.</p>	<p>What are the common questions you can plan your answers to before going to interview?</p> <p>Planning Time: Time to plan for your formal interviews with external business representatives based off your job identified last session.</p>	<p>so all get to experience both leading and being part of the team.</p> <p>Students will keep track of meetings & review each other's and their own leadership & teamwork throughout.</p> <p>Each group's Event will take place and the success will be evaluated with staff & students ready to review with Guy Richardson at next session.</p>
<p><u>Understanding & Planning for Job Adverts:</u></p> <p>What are Industry Placement / University / Apprenticeship / Job Adverts.</p> <p>How to find adverts and use job sites effectively.</p> <p>Unpicking the advert and comparing it to my current qualifications / experience.</p> <p>Formulating a plan to ensure I am high quality candidate for my Industry Placement Job.</p>	<p><u>Networking:</u></p> <p>What is networking and why is it so important?</p> <p>How to build your network: online and in the workplace / social situations.</p> <p>How you will apply these skills from today & in your work placement to grow your stock and future opportunities.</p> <p>Opportunity to watch an effective and ineffective networker.</p> <p>Live Networking Event: Students will be placed in a meet & greet of business representatives & members of the parent teachers association as an opportunity to practice their live networking skills.</p>	<p><u>Professional Attributes:</u></p> <p>Professional attire for different working environments & the importance of first impressions.</p> <p>Discovering where to find professional attire at a reasonable price.</p> <p>Body language, handshake, facial expressions.</p> <p>Opportunity to interview peers and record to reflect back on your posture, body language, facial expressions, voice.</p>	<p><u>Leadership Masterclass Session 2:</u></p> <p>Groups will present their reviews of their Events to Guy along with what they have learnt.</p> <p>Integrity & Honesty as a leader.</p> <p>What is flexibility and why is it important for good leaders?</p> <p>How to enhance your chances as a flexible leader through self-reflection, goal setting, open mind-set & growth min-set.</p> <p>What is collaboration and the importance of it for effective leadership.</p> <p>Working with others to strengthen your weaknesses.</p> <p>Barriers to collaboration as a leader and how to overcome them.</p> <p>What is empathy and why is it important as a leader?</p>

			Review of the learning from this year & planning ahead of final session next year.
<p><u>CV Introduction Session:</u></p> <p>What are they? What are they for? What to include</p> <p>Analysis of good & bad CVs</p> <p>Examine my own CV & adapt to make it effective.</p>	<p><u>Teamwork:</u></p> <p>The importance of being able to work in a team and the different roles within high performance teams.</p> <p>Real world examples where poor teamwork skills has been detrimental to a team.</p> <p>How to be an effective team player and negotiate your position within a team.</p> <p>Practical teamwork activities & challenges for students to experience different roles in a team and how to keep a strong dynamic.</p>	<p><u>Formal Mock Interviews:</u></p> <p>Using the job advert from the start of this unit, each pupil will engage in a formal mock interview with external business representatives for that job.</p> <p>After their interview students will receive detailed feedback re., how they came across in the interview & how to improve next time.</p> <p>Students will then reflect on this and make notes about what to do differently in their next up and coming interviews.</p>	<p><u>Stress Management & Wellbeing</u></p> <p>What is wellbeing and why is it important throughout your life.</p> <p>Times in the past when stress has heightened and likely times in the future when it will.</p> <p>How to compartmentalise & manage stress.</p> <p>Importance of a wide variety of hobbies and non-work related activities.</p> <p>Tools to manage stress & wellbeing.</p> <p>Where to go for further help in school, the workplace, external contexts.</p>
<p><u>The Powers & Pitfalls of Social Media:</u></p> <p>Real world examples of where inappropriate use of social media has led to job consequences.</p> <p>What are social media sweeps and what does your social media tell your employer?</p> <p>Keeping personal social media and professional social media separate.</p> <p>How to use professional social media as self-marketing.</p>	<p><u>Critical Thinking & Psychometric Testing:</u></p> <p>What is critical thinking?</p> <p>When have you used this in the past?</p> <p>How to approach a problem with a critical thinking outlook: objective examination, systematic linking of events, evaluating strengths & weaknesses, noticing implications behind arguments, systematically formulating your reasoning for making your argument.</p>	<p><u>Etiquette in the Workplace:</u></p> <p>Basic practice of professional work attire: neatly ironed shirt, black shoes in the City etc.</p> <p>Mobile phones in the workplace: not out instead in the draw, no scrolling through social media.</p> <p>Being a go-getter: always enthusiastic to learn & help the team. If you have nothing to do, proactively asking where you can help or if you can shadow members of the team.</p>	<p><u>Exam & Coursework Skills with Metacognition:</u></p> <p>What is metacognition?</p> <p>How do I subconsciously use metacognition now in my academic learning and work?</p> <p>How to consciously develop my metacognitive skills to plan, monitor and evaluate my learning and working methods more effectively.</p>

<p>Navigating LinkedIn to build your profile, network, and future opportunities.</p>	<p>Individual & Group critical thinking activities to mirror elements of psychometric testing used by employers.</p>	<p>Good manners and being sociable in the workplace.</p> <p>Understanding how good etiquette makes you somebody a company wishes to hire.</p>	
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