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Specifics

1 day activity for up to 30 participants comprising of 2 x 1 1/2 hour workshops, and 2 x 1 1/4 hour workshops. Two groups of 10-15 pupils will experience each activity

Target Groups

All pupils from KS3 onwards, levels of complexity will vary according to Key Stage group and particular ability levels of groups as identified by educational partner

Introduction

A series of workshops designed to offer pupils a closer look at written and oral presentation with a view to future presentations when seeking educational and employment progression. The project aims to raise self-esteem in young people and help them to gain confidence in communication. Ultimately CV Builder aims to focus participant's thoughts upon their future, help them realise the importance of education & qualifications. Ultimately the project will help participants to develop a personal portfolio and Curriculum Vitae that is professionally produced and sent to the participant via school.



Activities

Workshop 1 - Be Yourself!

An oral and fun session! Pupils will firstly introduce themselves, outlining their skills and strengths and talk about their career aspirations - each participant will be asked to talk for at least two minutes - the 'ice-breaker' session! Next the group split into pairs and will spend ten minutes finding out as much as they possibly can about the other person and their strengths, weaknesses, etc. Finally as a group session each pair will come to the front of the room and present their partner in a positive and yet constructively critical way!



Workshop 2 - Express Yourself

This workshop comes on the heels of 'Be Yourself' when participants tend to feel particularly invigorated. Following the reinforcement of their skills from the rest of the group this is the best time to start writing about themselves and the pupils will work on the construction and presentation of a Curriculum Vitae. The format is standard and will include; personal details, education and qualifications and work experience. The second section comprises of a strong personal statement, including a 'hobbies and interests' section. This is where the team spend most time encouraging the participants to express their personalities, individuality and interests in the written form. Once the CV is written we evaluate each section to gauge its strengths and weaknesses. In this session participants recognise for themselves the importance of qualifications and education in strengthening their personal portfolio and increase their chances of employability



Workshop 3 - Sell Yourself

It's time for the participants to begin to apply for jobs and college places. For this session a number of advertisements are laid on tables and students will peruse them for an appropriate vacancy. We encourage the participants to look firstly for something that interests them, and secondly for something that matches the skills, interests, ambitions and education they have stated in their CV's. Once they have selected their appropriate course or job, the group will write letters of application. We work on language use, presentation and structure and again encourage pupils to reflect their personality and individuality in their presentation and linguistic use. Again the session is designed to make pupils realise that a wider range of opportunities exist for those with FE and HE qualifications.

Workshop 4 - The Interview

The final group session is interview time. The groups work together for this exercise and are paired according to different job / course applications (so as no pair are the same). Each advert has a corresponding interview Question sheet and this is given to the interviewer to put the applicant through their paces. Each interview lasts half an hour. Then the roles are reversed and the interviewer becomes the interviewee and a new set of questions relevant to that application are presented to the new interviewer.

Following the session the 'Excel' Team will produce the CV's of the participants professionally and send them back to the school along with a certificate of achievement.