

Group Adviser Notes

GETTING AHEAD is a flexible and up-to-date programme where students learn about current issues relating to the job market. The first day covers the process of applying for a job and second day is a mixture of Enterprise, Teambuilding and Customer Care.

DAY ONE

Day 1 starts with an Icebreaker followed by a session on Self Analysis to identify the jobs that would suit individual students. The next process is to analyse a specific career, i.e. the work involved and the skills required for the job. This also involves students giving personal examples to show that they either have those skills or are working towards obtaining them.

Having analysed a job that they are interested in, students complete an Application Form. Taking into account the skills required and giving examples of their suitability to the post. The day is completed with students having practice interviews within their groups guided by their Group Adviser. The interview is based around their completed Application Forms.

DAY TWO

Day 2 covers three elements: Teamwork, Enterprise and Customer Care.

Session 1 - Students work in groups to discuss and understand the concept of Teamwork. What makes someone a good team player?

Session 2 - Still working in groups students are asked to produce a business plan, design an advert and make a prototype of a product based on the briefing material given to them in advance. The outcome of this session relies on good teamwork and communication, leadership and ideas discussed between members in the group.

Session 3 - Customers/clients are vital for any organisation. This final session looks at ways to serve customers through role plays. Each team is given a Customer Care scenario which they have to work on and come up with a short role play to show how they would handle the situation.

YOUR ROLE

You will be allocated a group of 10-12 students, 15-16 years of age. Your role is to help and encourage these students to perform the tasks outlined in the programme to the best of their ability, also to answer any questions that the young people may have about the world of work and act as a role model.