

UNIT 40: BUSINESS WORK EXPEREINCE

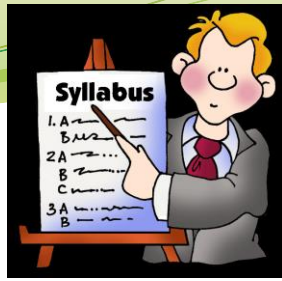


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UNIT 40: BUSINESS WORK EXPEREINCE

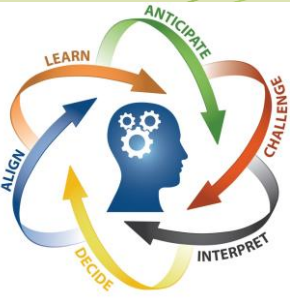


- LEARNING OUTCOME 1: UNDERSTAND WAYS TO ARRANGE APPROPRIATE INDUSTRY EXPERIENCE



THE BASIC SYLLABUS

- 1. Understand ways to arrange appropriate industry experience.
- 2. Be able to agree aims and objectives of work-based project with others.
- 3. Be able to monitor and evaluate progress of work-based project.
- 4. Be able to present report on work-based project.



LEARNING OUTCOMES

- Understand ways to arrange appropriate industry experience

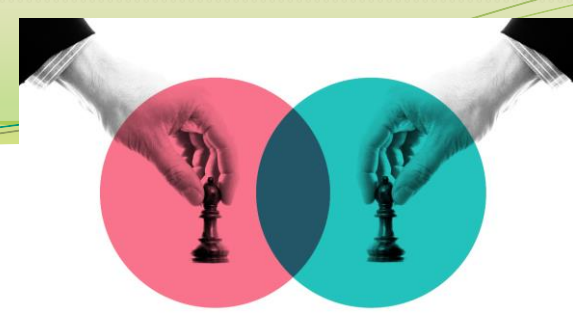


- At the end of the class the students should be able to:
- AC 1.1 Select a suitable host organisation



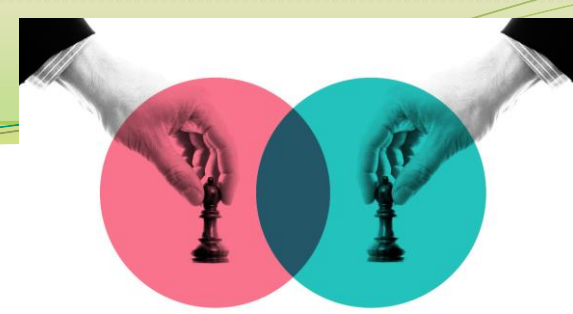
OVERVIEW

- A Skills Audit is a way of building a complete overview of all of the skills that can be used at any stage in your career. It is particularly useful when you are just starting your working life, applying for jobs or considering a change of direction. It can also be used as a way to boost your confidence or identify any gaps in your skill set and is also a great way to spot any development areas which you need to build upon.
- By identifying your own strengths and weaknesses, as well as preparing a plan you can anticipate what kind of role will suit you best. You can now target employers effectively by researching them online and finding a match with your own skills. The knowledge that you have gained through this process will also help you to answer any tough questions positively and plan for your own personal development.



NEGOTIATION

- Negotiation can be defined:
- “...as attempting, through discussion, persuasion and where appropriate, compromise to reach an agreement with the other party(s) on a particular
- issue or range of issues.”



NEGOTIATION

- Negotiation is essentially a lifelong process. We negotiate every day.
- Sometimes it is for small things, other times it may be for a major event. In our emotional interactions with other people we are constantly negotiating
- even when we do not realize it.



ACTION PLANNING

- Action planning is a process which will help to focus on different ideas and to decide what steps need to be taken to achieve particular goals that you may have. It is a statement of what needs to be achieved over a given period of time. Preparing an action plan is a good way in helping to reach objectives in life: don't worry about the future, start planning for it!
- A journey of a thousand miles begins with a single step.

Lao Tzu



ACTION PLANNING

Action Planning

Is a process to help you to focus your ideas and to decide what steps you need to take to achieve goals.

Keep a to-do list

These mini action plans will help you to organise your life effectively: update it every day. Set up a reminder system.

Avoid procrastination

Start your plan NOW, not in 6 months. Don't spend too long time planning: this is a way of procrastinating.

Commitment

Tell friends/relatives about your goals to provide support when the going gets tough & you'll feel embarrassed if you have to tell them you've given up! Mix with positive people who will encourage you to keep going.

Write down your plan

Write down your commitments: you tend to abide more with what you've written down as written commitments require more effort to make than verbal ones.

Action Planning

Bruce Woodcock, University of Kent
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Prioritise

Do urgent & important tasks first not the easy ones. Efficiency & effectiveness are **not** the same: effective people focus on the important tasks.

Persevere

Consider potential problems & how to overcome these. Have a contingency plan if things don't work out: map several paths to your goal & build flexibility into your planning.

Goals

Set clearly defined goals which are realistic & achievable. Break tasks down into steps. Don't worry about the order at this stage. Arrange the steps in a logical order. Break down any large steps into smaller components. Focus on one step at a time.

Rewards

Give yourself a small treat for completing of each step: the bigger the step the bigger the reward! List the benefits you'll gain by reaching your goal.

Review your progress

Revise plans as appropriate. Map put several routes to your goal. Have a contingency plan.

CURRICULUM VITAE



- Also called a CV or vita, the curriculum vitae is, as its name suggests, an overview of your life's accomplishments, most specifically those that are relevant to the academic realm. In the United States and other Countries, the curriculum vitae is used almost exclusively when one is pursuing a job. The curriculum vitae is a living document, which will reflect the developments in a scholar/teacher's career, and thus should be updated frequently.

INTERVIEW TECHNIQUES



- Interviewing for a job can be nerve-wracking. You may feel uncomfortable “selling” yourself or fielding unexpected questions. Or the prospect of having to meet and impress new people may be enough to trigger anxiety. However, interviewing is a skill you can learn. With the right tips and techniques, you can become a master at sharing your value with potential employers, presenting yourself effectively at interviews, and getting the job you want.

INTERVIEW TECHNIQUES



- **Interviewing techniques tips:**
 - **1. Interview for as much as you can.**
 - **2. Develop a compelling story.**
 - **3. Tailor your story to the job**

INTERVIEW TECHNIQUES



- Interviewing techniques tips:-
- 4. Manage stress.
- 5. Be prepared.
- 6. Anticipate likely questions.
- 7: Ask questions during the interview

INTERVIEW TECHNIQUES



- Interviewing techniques tips:
- 8.Boost your Emotional Intelligence (EQ)



RESEARCH COMPANY BACKGROUND

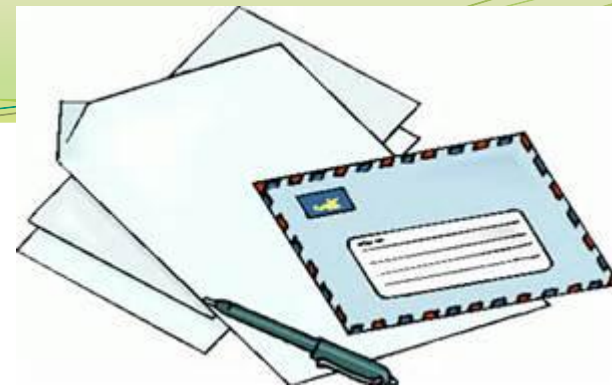
- When conducting company research on a subsidiary of a larger company start with the parent company or holding corporation. You can then drill down into the subsidiary information.
- Nationally known companies are easier to research company info on than local firms. Check whether the company is part of a bigger, national organization and start your research there.
- Internet company information is generally more up to date than print sources (directories). News in journals and newspapers is obviously more current but a company has to have been news-worthy to get into these publications.
- Use a variety of research sources, when preparing for a job interview, to get the most valid information. Remember to consider the source of the company information. A web search will give you data from a variety of sources, it is up to you to recognize reputable and valid information. Information from the company website is usually the most reliable but if you have gone to other sites or sources try and validate the information you get by cross referencing with another source



SHORTLIST POTENTIAL ORGANISATIONS

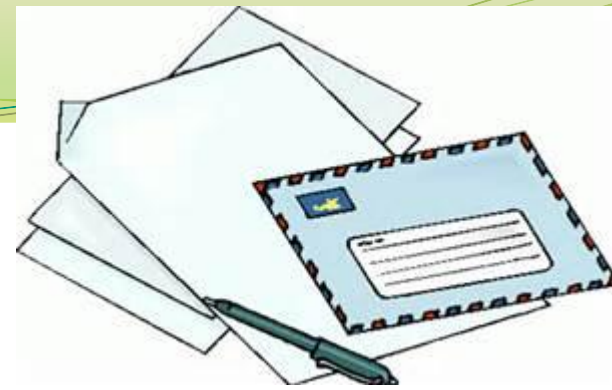
- A list of organisation selected from a longer list who have been deemed suitable and from which the successful person will apply for a job.
- The company that the potential candidate will apply to must be in keeping with the potential candidate career path. For example a job seeker whose career path is to become a bank Manager would apply to a bank for a job.

LETTER



- There are subtle differences between application letters and cover letters. However, the terms cover and application are sometimes used interchangeably. An application letter is often intended to stand on its own, whereas a cover letter generally can't be the applicant's only document submitted to express interest in a job opening.

LETTER



- Cover letters typically contain a brief introduction. The introduction for a cover letter consists of three to four sentences about the job seeker's work experiences, education, accomplishments and the type of organizations he feels are best suited for his qualifications. On the other hand, an application letter might contain a more extensive introduction simply because this letter serves a purpose that's similar to the resume.



EMAIL

- When you are using email to apply for jobs, it's important that all your communications are as professional as they would be if you were mailing a paper resume and cover letter. Here's advice on how to submit job applications via email.
- Tips for Email Job Applications:-
 - 1. Proofread your email
 - 2. Be brief and to the point
 - 3. Make sure you include a signature
 - 4. Include the title of the position
 - 5. Be sure that your email address has a professional tone.



INTERVIEW

- A conversation in which one person (the interviewer) elicits information from another person (the subject or interviewee). A transcript or account of such a conversation is also called an interview.
- The interview is both a research method and a popular form of nonfiction.



PERSONAL RECOMMENDATION

- A recommendation letter is typically more specific than a reference letter. It addresses how well an applicant is qualified for a certain opportunity such as a fellowship or job. The writer not only comments on the person's strengths and personal and professional qualities, but also elaborates on how his skills and talents make him the ideal candidate for the position.



PERSONAL RECOMMENDATION

- The writer might also expressly indicate that he recommends the person without reservation for the opportunity. A letter of reference, on the other hand, is more general. The writer might discuss general characteristics such as the person's work ethic, leadership potential or ability to work as part of a team.



REVIEW QUESTIONS

- **A host organization must have the resources in place to provide a structured, guided training program to the intern or trainee within a professional environment. In an effort to do this what the host organizations must also be able to demonstrate.**



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FURTHER READING

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