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| **ITEMS TO BRING:** | **NO** |
| **Prezi** |  |
| **Paper-pencils-pens**  |  |
| **Interview questions** |  |
| **Plain paper & pens** |  |
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| **Session Title** | **Curriculum Vitae**  |
| **Total Time** | 1 hour 30 minutes  |
| **Staff** | **Ben +1** |
| **Session Aims** | * To understand what a C.V does for you.
* To explore what makes a strong C.V and why.
* To use the STAR method when writing about your experience in a working/voluntary environment.
* To practice using parts of your C.V within an interview scenario.
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| **Task** | **Time** | **Description** | **Resources** | **Learning points** | **How going to measure**  | **Who** |
| **Intro** | 5 mins  | Share the workshop aims with the rest of the group.  | **Prezi** | Session aims | Does it meet their expectations? | **Ben** |
| **Animals** | 20 mins  | “To start to share some information about ourselves, I would like you to think of an animal you would like to be and why, and then to introduce yourself to the group as if you were that animal, talking about the strengths and weaknesses you possess as that animal.”**\*Participants given the choice to draw the animal and ‘wear it’ as they introduce themselves.** | **Prezi** | 1. What animal?
2. Intros and strengths & weaknesses of that animal
3. Group circle; everyone takes turns
4. In pairs share why they chose that animal – are there similarities between the person and the animal
5. Does anyone want to share anything from their pair conversation
 | What’s the participants symbolic animal? | **Ben** |
| **What does a C.V do?** | 5 mins | * To inform an employer why you are the best person for a job.
* To showcase your strengths and qualities in relation to a job.
* To bag a job interview!
* A C.V isn’t static, it needs to change with you!
 | **Prezi** | To understand the concept of a C.V  | Open questioning - check understanding | **Ben** |
| **Format**  | 15 mins | **It takes 20 seconds for employers to scan your C.V…**1. Chronological Order
2. Full time/part time/voluntary
3. Dates/Times & Employers
4. Responsibilities
5. Achievements; use action verbs **[STAR method]**
6. Education past & present
7. Training; BPA qualifications
8. Extra-curricular; the social side of you!
9. References given on request
 | **Prezi****C.V example 1****C.V example 2****Participant C.V**  | **To provide the group with the generic format of a well organised curriculum VT** **Scan the Dummy C.V example on screen; can you spot any strengths/weaknesses?****Scan Ben’s C.V example on screen; can you spot any strengths/weaknesses?** | Open questioningCritical eye; cross-triangulation of 3 examples | **Ben** |
| **Top Tips** | 10 mins | 1. Use a ‘readable font’… nothing too flamboyant!
2. Size 12 font.
3. Spell check & grammatical errors.
4. Adapt the C.V to exemplify your strengths and fit this to the job you’re going for.
5. Ask for feedback.
 | **Prezi****Participant C.V**  | To provide the group with the 5 most common top tips around writing an effective C.V. | Open questioning – can the participants add to this list of ‘top tips?’ | **Ben** |
| **STAR Experience**  | 10 mins  | **Using a recent example from your paid or voluntary work experience. Break down this example using the STAR method…****S** – situation **T** – task**A** – action**R** – result  | **Prezi****Plain paper**  | **S** – situation **T** – task**A** – action**R** – result  | Authentic example that covers all 4 elements of the STAR methodCan the participants articulate their best example? | **Ben** |
| **Role Play Interview**  | 15 mins | **Each person fills one of 3 roles and rotates, each interview lasts 3 questions max.**1. Tell me a little bit about yourself
2. What are your biggest weaknesses?
3. What are your biggest strengths?
4. Where do you see yourself in 5-years’ time?
5. What do you consider to be your biggest professional achievement?
6. What do you like to do outside of work?
7. Why do you want to leave your current job?
8. "A snail is at the bottom of a 30-foot well. Each day he climbs up three feet, but at night he slips back two feet. How many days will it take him to climb out of the well?"
9. What questions do you have for me [the interviewer]?

**Once everyone has had a go does anyone have the confidence to be interviewed in front of the group?** | **Prezi****Interview Questionnaires** | InterviewerIntervieweeObserver  | Reflection - observer is given the opportunity to study the dynamic between the interviewer and interviewee. Direct questioning | **Ben** |
| **Plenary:**Kahoot Game | 10 mins | 5 key questions that revisit some of the key pieces of learning we have covered in the workshop*The presentation will be going out to the group for your personal reference; format, top tips…* | **Prezi****Kahoot** | Knowledge transfer | Check & challenge through interactive quizTrue or false questionsMultiple-choice answers | **Ben** |