

Year 12-13

Preparing for the World of Work

Think back over your time in sixth form: when did you struggle to study effectively? Why? Reflect on what you think the key skills will be that you will need to develop for your intended career. List them in order of priority.		Organise a group of friends or family to do the Marshmallow Challenge. Note down their strengths and weaknesses as a team.		Understanding what referencing is, and when you need to do it, is essential. This activity will ensure you are prepared.		It is very likely that you will be asked to do a presentation as part of your job; practise by working your way through this guided simulation.	
	Practise taking notes for a variety of purposes; this skill will be important in most careers.		Watch this TED Talk about the Marshmallow Challenge (after your team has tried it in the activity above). What does it tell you about the importance of teamwork?		Do not let your punctuation and grammar let you down; create a good impression to both your line manager and clients. Check out these activities.		Watch this lecture about growth mindset. Note down what you need to work on in order to start your career.
	Choose three (or more) of these podcasts to listen to. Make notes of your main learning points that you can focus on during the next few months.		All-important revision skills. Keep practising, you'll still have exams to deal with. Going through this resource will help.		Learn how to manage your time effectively. Try out the Pomodoro Technique on the activities you are going to do from this grid.		Critical thinking is a vital skill set. You will be introduced to new concepts and new challenges. Enrol on this free course that will ensure a flying start!
	Learning how to proofread will be essential. Choose a piece of work that you have already done and use it to do the exercise in this guide.		You might think that you know social media inside out, but look at these workshops and note down how each platform could support your career.	Get digital savvy. Explore a range of apps, such as Cold Turkey, Trello and Evernote, that will help you to focus on, and organise, your work life.		Do you sometimes find yourself over-using a particular word? Have a look at Phrase Bank. Which will be the most useful for you when writing reports?	
	Practise your note taking, critical thinking and development of subject knowledge by choosing a MOOC appropriate to your new career.		Read this summary and explain the difference between skimming and scanning. How will these skills be useful in your career?		Maths skills are essential. Here's a reminder of the absolute basics that you will need if you haven't studied Maths for a while.	Once you have completed all of these activities, go back to the first box and do the exercise again. Create a new CV that details your key skills and the work you have done over the last few weeks to prepare for your next step.	