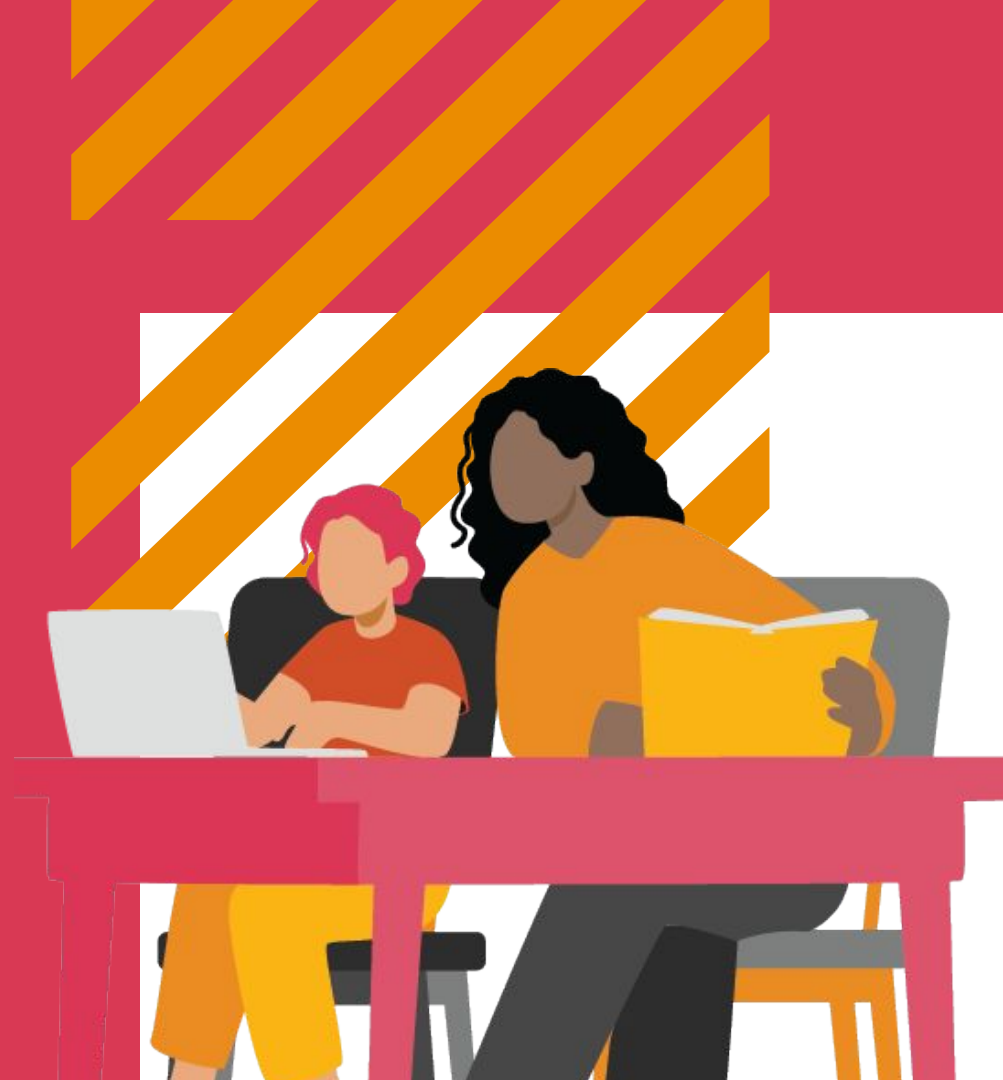


Employability Skills Curriculum

Being Work Ready



pwc

Being Work Ready

PwC

Agenda

1. Getting started - What do you already know?
2. Being Work Ready
3. Wrap up and reflection



01

Getting Started

What do we already know?

What do you already know?

Words and Phrases about work

Write down any words or phrases that come to mind when someone talks about “work” or their “workplace”. If you have any questions, write those down too!

(1 minute)

STRETCH:

- How might workplaces in different
- industries differ?



02

Being Work Ready



Practicalities

Before getting a job

Applying for a job is the first impression you get to have on the company.

Things to consider:

- Your email address
- Your Social Media presence
- How you come across in interviews

What actions can you take after today to help you prepare? (2 mins)



Practicalities

Starting a job

- Starting a new job can be daunting, particularly when it's your first job.

Things to consider:

- Commuting
- Induction / Training
- Dress code
- Tiredness
- What support is available for staff
- Finding out who's who



Practicalities

Work life and admin

There are lots of things to be aware of, or find out about, when you start a job.

Things to consider:

- Pay / Salary, income tax, having a bank account
- Benefits
- Holidays
- Working hours
- Time keeping
- Living arrangements and costs
- Sickness (and other policies)



Attitudes and Behaviours

As in school, there are expectations around behaviour in the workplace.

Professionalism

Having opinions

Asking questions

The social side of
work

First impressions

Phone/internet
usage

Soft Skills

Self-Awareness

Scenarios

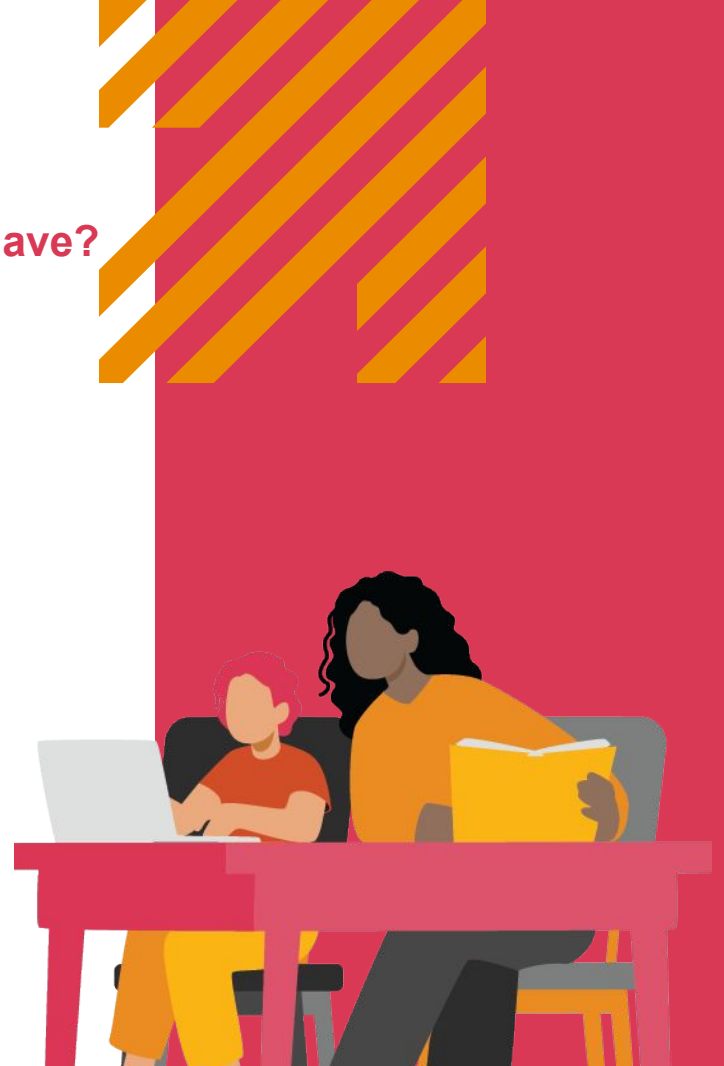
Imagine you are in the workplace, how would you behave?

You will be working in pairs on this activity.

You each have 6 scenarios to consider.

- **Read** through each scenario and the four options.
- Think about the **pros and cons** of each option.
- **Discuss** which option you would choose and why.
- Be prepared to **feedback** to the class.

Work through the scenarios in your pairs. (10 minutes)



03

Wrap up and
reflection

What have you learnt today?

Let's revisit the questions and ideas you came up with at the start of the session.

What do you now know about the world of work?

Select 1 of the sentence starters below:

- I changed my attitude about...
- I became more aware of...
- I was surprised about...
- I felt...



Thank you

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