

MAYOR OF LONDON

Employer Insight day – Sample agendas

Agenda (½ Day)

Time slot	Agenda item	Lead
10.00 – 10.30	Arrival and registration.	Teacher
10.30 – 10.45	Welcome and Introductions <ul style="list-style-type: none"> • Introductions and housekeeping • Introduce your organisation – If possible, ask a senior member of staff to provide a short overview of your organisation, outlining: <ul style="list-style-type: none"> ○ What your organisation does ○ What teams or departments exist within it and how they differ from each other ○ Exciting or interesting changes happening currently or in the near future. • A short Q&A with the senior manager 	Business lead
10.45 – 11.00	Volunteer welcome (ideally 5-7 staff with differing roles) <ul style="list-style-type: none"> • If possible give the volunteers a short in person briefing before they enter the room. • Ask each volunteer to briefly introduce themselves to the group by saying their name, job title and how long they've been at the company. • Warm up Activity - Student Bingo (see appendix 1) This activity requires students to interact with your volunteers in a fun, fast paced, and competitive format. This activity does require enough space for students to walk around. If you can provide a prize for the winner, even better! 	Business Lead
11.00 – 12.00	Speed Networking with employees <ul style="list-style-type: none"> • This gives the students the opportunity to ask your staff questions about their current job and career to date. Students should be set up in small groups with a volunteer to allow students to ask questions in a relaxed environment. • Keep the session pacy – rotating the volunteers to a new group every 5-8 minutes. • You may want to provide suggested questions for the students to ask or set themes for certain rounds of questioning. 	Teacher 5-10 volunteers from your business
12.00 – 12.30	Building tour <ul style="list-style-type: none"> • If your premises allow, a short tour around your workplace will give the students an invaluable insight. Many students will not have been in a workplace before and so things you might consider to be mundane can be interesting to them! 	Business lead

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	<ul style="list-style-type: none"> You may wish to split the group into small groups and have them shown around the workplace by different members of staff. If there are particular areas of the business where students need to be quiet try to flag these before starting the tour. 	
12.30 – 12.40	Routes into your organisation or sector <ul style="list-style-type: none"> Providing students that are interested in joining your organisation with clear, tangible steps they can take to work at your organisation (or a similar organisation) is vital if students are to make the most of the opportunity they have been given. Provide a short overview of any entry level roles, apprenticeship or graduate programmes at your organisation. Outline any work experience or internship offers that may be relevant to them. 	Business Lead
12.40- 12.50	Final Q&A <ul style="list-style-type: none"> This will be the final opportunity for students to ask questions that they haven't been able to during the day. If they don't have any questions suggest that the students get into pairs and spend 1-2 minutes thinking of one final question they want answering. 	
12.50 – 13.00	Feedback & departure. <ul style="list-style-type: none"> The school may provide their own feedback form that they want to use. If they do not, consider what information would be of most use i.e. <ul style="list-style-type: none"> Which elements of the day they enjoyed If they would consider working in your organisation/industry after attending, What they have learned 	

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Agenda (full day)

Time slot	Agenda item	Lead
10.00 – 10.30	Arrival and registration.	
10.30 – 10.45	Welcome and Introductions <ul style="list-style-type: none"> • Introductions and housekeeping • Introduce your organisation – If possible, ask a senior member of staff to provide a short overview of your organisation, outlining: <ul style="list-style-type: none"> ◦ What your organisation does ◦ What teams or departments exist within it and how they differ from each other ◦ Exciting or interesting changes happening currently or in the near future. • A short Q&A with the senior manager 	Business lead
10.45 – 11.00	Volunteer welcome (ideally 5-7 staff with differing roles) <ul style="list-style-type: none"> • If possible give the volunteers a short in person briefing before they enter the room. • Ask each volunteer to briefly introduce themselves to the group by saying their name, job title and how long they've been at the company. • Warm up Activity - Student Bingo (see appendix 1) This activity requires students to interact with your volunteers in a fun, fast paced, and competitive format. This activity does require enough space for students to walk around. If you can provide a prize for the winner, even better! 	Business Lead
11.00 – 12.00	Speed Networking with employees <ul style="list-style-type: none"> • This gives the students the opportunity to ask your staff questions about their current job and career to date. Students should be set up in small groups with a volunteer to allow students to ask questions in a relaxed environment. • Keep the session pacy – rotating the volunteers to a new group every 5-8 minutes. • You may want to provide suggested questions for the students to ask or set themes for certain rounds of questioning (Appendix 2) 	Teacher 5-10 volunteers from your business
12.00 – 12.30	Building tour <ul style="list-style-type: none"> • If your premises allow, a short tour around your workplace will give the students an invaluable insight. Many students will not have been in a workplace before and so things you might consider to be mundane can be interesting to them! • You may wish to split the group into small groups and have them shown around the workplace by different members of staff. • If there are particular areas of the business where students need to be quiet try to flag these before starting the tour. 	Business lead

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12.30 – 13.30	<p style="text-align: center;">Lunch</p> <ul style="list-style-type: none"> Whilst school's appreciate when employers are able to provide a lunch, this usually isn't essential as students can bring/the school can provide a packed lunch 	
13.30 – 14.30	<p>Interactive Student challenge</p> <p>We recommend that at this stage of the day you allow the students a chance to show you what they can do. This can take many forms but typically involves students being given 30 minutes to come up an idea and then present back as a team.</p> <ul style="list-style-type: none"> Student Enterprise Challenge – Set the students a challenge related to your industry. Debate – Set the students a controversial topic related to your industry. Provide them with background materials and give them 30 minutes to prepare arguments for or against the motion. Focus group – Is there an area of your organisation's work that would benefit young people's input? A task like this would give the students experience of an authentic work. Try to ensure the task is structured in a way that will help the students develop their skills i.e. presentation skills, communication, team work <p>We'd encourage you to get creative with this as you'll know your industry better than we do. If you are struggling for ideas your school contact may be able to help you identify an appropriate task.</p>	Teacher/business lead
14.30 – 14.40	<p>Routes into your organisation or sector</p> <p>Providing students that are interested in joining your organisation with clear, tangible steps they can take to work at your organisation (or a similar organisation) is vital if students are to make the most of the opportunity you have given them.</p> <ul style="list-style-type: none"> Provide a short overview of any entry level roles, apprenticeship or graduate programmes at your organisation. Outline any work experience or internship offers that may be relevant to them. Outline the most important traits, skills and behaviours you believe your industry is looking for. 	Business Lead
14.40-14.50	<p>Final Q&A</p> <ul style="list-style-type: none"> This will be the final opportunity for students to ask questions that they haven't been able to during the day. If they don't have any questions suggest that the students get into pairs and spend 1-2 minutes thinking of one final question. 	
14.50 – 15.00	<p>Collect feedback & departure.</p> <ul style="list-style-type: none"> The school may provide their own feedback form that they want to use. If they do not, consider what information would be of most use i.e. <ul style="list-style-type: none"> Which elements of the day they enjoyed If they would consider working in your organisation/industry after attending, What they have learned 	

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Appendix 1: Student bingo

People Bingo

Try and find a different student in the room that has done each of the boxes below. Write their full name in the box as we'll check!

Rules:

- 1) You can only use each name once. You can use your own name once.
- 2) You must shake their hand and introduce yourself each time. We will be checking!
- 3) Shout BINGO when you've filled all the boxes with names!

Has an idea of what job they want in the future	Has volunteered before	Has come from West London	Would like to live abroad one day	Favourite subject is a science
Has a good handshake	Has a talent	Likes to read	Has a part-time job	Knows what an apprenticeship is
Wants to go to university	Is part of a club	Favourite subject is English	Plays a sport	Can play an instrument
Has lived outside of London before	Can speak another language	Has met a celebrity	Has always lived in London	Has come from East London

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Appendix 2: Suggested questions

Questions you might ask our volunteers

Below are some questions to help you if you get stuck when speaking with the employers. Remember to ask about the things that matter to you most!

1. What is the best advice you've received for your career?
2. What has been your biggest achievement in your career?
3. Which 'soft skills' do you use in your role?
4. What was your first job? How did you get it?
5. What is your career history?
6. Do you need a degree for your job? Did you go to university?
7. Which sector do you work in?
8. What are the best and worst parts of your job?
9. How important is [insert a skill] in your current role?
10. Did you always want to do the job you do now?

Your own killer questions

- 1.....
.....
- 2.....
.....

Extension activity: Career timeline (5-10 mins)

- Give each group of students a piece of A3 paper. Ask them to create a timeline of their volunteer's life covering where they were born, their school and the subjects they took, their first job and the job/career they are in now.
- Ask groups to 'present their volunteer' back to the group.