

# SKILLS TO SUCCEED ACADEMY

Interactive, online employability  
training program.

## ACTIVITY PACK

### Getting a Job 3

*Who Can Help  
You?*

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## Who Can Help You?

This pack contains two activities to help you check that you can apply what you have learnt in the 'Who Can Help You' module. Activity 1 will help you to prepare for a meeting with your job advisor. Activity 2 will help you to identify who you know that could help you in your job search.



### Remember the key learning points from this module:

1. There are lots of different people that can help you in your job search, including job advisors, careers advisors, family, friends and recruitment agencies
2. Not everyone will have access to jobs or know about the industry you want to work in, but they may be able to offer useful advice
3. It's a two way relationship, so you should do some preparation before you speak to people to ensure you get the most out of it



## **ACTIVITY 1: How to Prepare for Your Job Advisor Meeting**

Job advisors can give you vital help in your job search. They may be able to give you some great advice on things like interview preparation, finding the right job and creating an action plan. The template on the next page can help you get the most out of your time with a job advisor by making you think about and answer some important questions before your meeting.



Think about each question and fill in your responses below.

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Question	Answer
<p>Have you had any jobs before? If so, what did you learn?</p>	
<p>What are your skills?</p>	
<p>What kind of job would you like?</p>	
<p>Where do you see yourself in 5 years' time?</p>	
<p>Is there anything that is stopping you from getting a job?</p>	
<p>Is there anything in particular that you need help with?</p>	

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### Top Tips

- Advisors are found in different places. Try and explore all avenues.
- Advisors can support you BUT you have to put in the required time and effort.
- Advisors are on your side. They are committed to making a difference in your life and the community.
- Advisors know the process, so be honest about your circumstances, history and experience.
- Advisors have access to useful tools and information BUT are not a shortcut into work; they don't have a magic wand!
- Advisors may have access to job vacancies and have relationships with some employers. Remember to ask about this!



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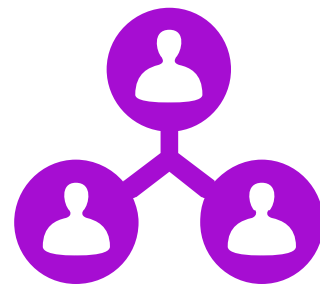
### ACTIVITY 2: Who do You Know that Can Help You?

People you know that can help you in your job search can be called your 'network'. Remember that even if they can't help you directly, they may know someone who can.

The template on the next page will help you think about who you do know, and how they might be able to advise you from their experiences of work or even help you find a job opportunity. You will need to write the names of people you think might be relevant to your job search in the appropriate boxes. Also make a note of how they might be able to help you.

For example, Uncle Jim – he works in a repairs garage and might know of some vacancies that are coming up for a trainee mechanic. Chloe from college – her mum works in a shop down the road – she might be able to help you understand more about working in retail.

Once you have got a list, go and talk to your advisor and plan how to make the best use of your network.



# SKILLS TO SUCCEED ACADEMY

Group of people	Name and how they can help
Advisor	
Teachers	
Past colleagues and bosses	
Family	
Friends	
Others e.g. Recruitment Agents	



## USEFUL RESOURCE

The Skills Builder Partnership has several resources that can help you learn more about how to reflect on your skills and how to use research and mind mapping to tackle complex problems and generate ideas.

The Skills Builder Partnership is a collaboration of over 700 educators, organisations and employers working together towards a common mission: to ensure individuals of all ages build the essential skills to succeed. An essential skills framework has been developed which breaks down eight essential skills into teachable and measurable steps. These are skills that you may already have, or skills you would like to develop.

Throughout the 'Who Can Help You' module and activity pack, you have built your understanding of:

- How securing the right resources to build your network can help grow your career. Activity 2 in this pack references **Step 8** of the essential skill **Aiming High** in the Skills Builder framework: *"I set goals and secure the right resources to achieve them"*.

For more information, please refer to <https://www.skillsbuilder.org/universal-framework>, where you can access the Skills Builder Interactive Universal Framework.





**REMEMBER**

These Activity Packs are yours to keep. Make sure you review them regularly and keep them updated.

You could also discuss them with advisors, friends, family and anyone else who you think could help you get some feedback.

**If you haven't already completed  
Getting a Job – Module 3 – Who Can Help You?  
in the Skills to Succeed Academy, give it a go!**

[www.s2sacademy.com](http://www.s2sacademy.com).