

**Canary Wharf Group and One Housing Employment Programme
2021
*First Steps into Employment***

Number of sessions: 6

Dates: Sessions will likely be twice a month e.g. Wednesdays at 11am.

Times: 1 hour session

Location: Online, or at One Canada Square, Canary Wharf only when safe to do so

Purpose of the programme:

To support young people with employability skills in order to gain employment.

Throughout the programme, young people will meet various people within different departments which will give them an insight into the different functions within a business.

Programme:

Session 1 – May (28.05.21 - 11.00am): Julie Dang and Katie Heron

15 minutes – Introduction to Employment Programme, purpose and agenda, ice breakers

15 minutes – Overview of Canary Wharf Group with images/videos

15 minutes – Why is employment important?

15 minutes – Q&A

Homework: think about one reason why you want to work, and what type of work

Session 2 – June (09.06.21 - 11.00am) Katie Heron and Personnel

15 minutes – Where to apply for jobs? How to apply for jobs?

15 minutes – Job descriptions

15 minutes – How to write a CV

15 minutes – Q&A

Homework: create a real CV

Session 3 – June (23.06.21 - 11.00am) Katie Heron and Personnel

15 minutes – How to research a company

15 minutes – Interview preparation (how to answer questions)

15 minutes – Interview preparation (presentation/how to dress/why this is important)

15 minutes – Q&A / Career profile

Homework: prepare at least 2 questions for the interviewer

Session 4 – June (30.06.21 - 12.00pm) Julie Dang and Career Champions

15 minutes – Career profile

15 minutes – Career profile

15 minutes – Why is customer service important?

15 minutes – Q&A

Homework: Instagram highlight

Session 5 – July (07.07.21 - 12.00pm) Julie Dang and Career Champions

30 minutes – Mock interviews (in person is better but will do role-play if not)

15 minutes – Mock interview feedback

15 minutes – Q&A

Homework: Go Construct Career Quiz

Session 6 – July (14.07.21 - 12.00pm) Julie Dang, Katie Heron, Career Champion

15 minutes – Career profiles

15 minutes – Presentation from students

15 minutes – Feedback for students

15 minutes – Q&A