



ve *success*
skills
Facilitators Guide

Welcome to Success Skills

Young Enterprise NI Success Skills (Blended Model) aims to give young people the skills to successfully apply for jobs, prepare and conduct professional interviews.

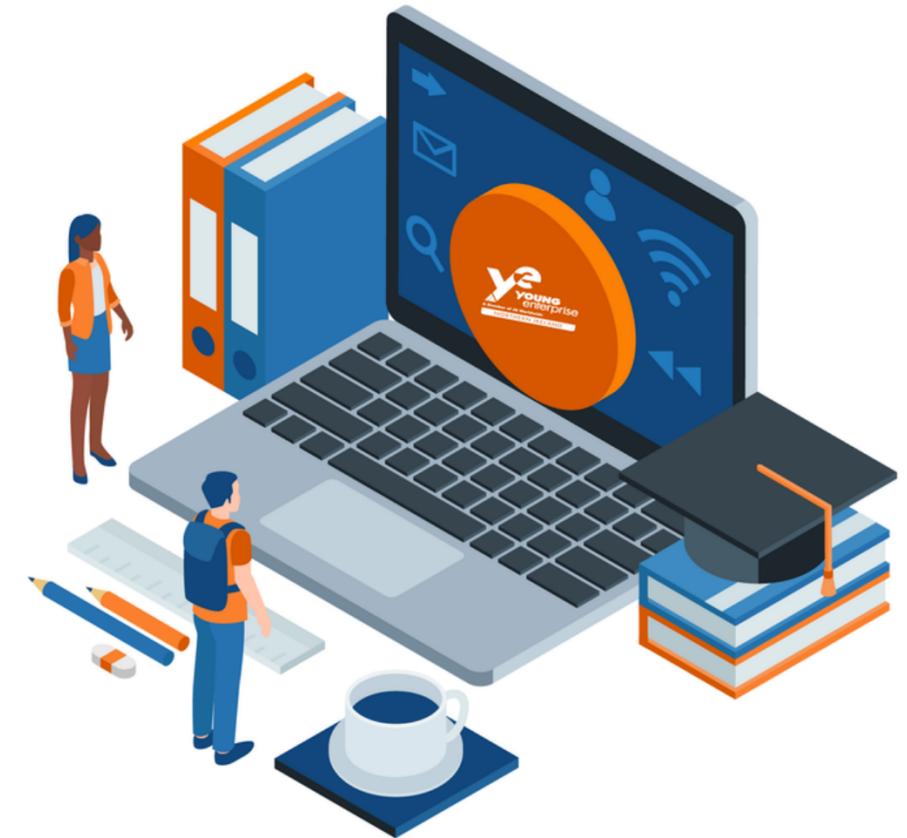
The programme content is on YE Academy - an online interactive learning resource. Logins for YE Academy are available for both the teachers and individual students (see page 3 for delivery options). The interactive resources will work better if they are in full screen. The worksheets that accompany the programme can be downloaded and completed digitally.

Learning Outcomes

Students will be able to:

- Explain the difference between an Application Form and CV
- Complete an Application Form and CV to a professional standard
- Prepare for interviews
- Be aware of the STAR technique and how to apply it in an interview
- Conduct an interview in a professional manner.

YE ACADEMY



Module Overview

MODULE 1

CV & Application Forms

35 mins approx

- Difference between CV and Application Forms
- Building a CV
- Analysing an Application Form
- Filling out an Application Form

This module begins with an introduction to CV and application forms and how they differ. Students can then build their own CV as we take them through each stage. The video pauses to allow students do this in real time.

The next section focuses on application forms. Students are shown an example and a class discussion is encouraged around what could be improved. Students can then fill in the downloadable application form.

There are worksheets available to complete activities or a blank sheet of paper could be used. A template for a CV and application form are also available.

We recommend encouraging students to type out their CV using the content from this module.

MODULE 2

Preparing for Interviews

35 mins approx

- Introduction to Interviews
- How to Prepare for Interviews
- Dealing with Nerves
- First Impressions

Students are given an introduction to interviews and why employers use them. They are then asked to think of how they can prepare for interviews, class discussion should be encouraged as they feedback their ideas.

Students then take part in a first impressions activity. They are shown four pictures and after each picture they need to note down their first impression of the interviewee. The video concludes by explaining why first impressions are important and how students can succeed in making a good one.

There are worksheets available to complete activities or a blank sheet of paper could be used.

MODULE 3

During the Interview

35 mins approx

- Transferable Skills
- STAR Technique
- Example Interview
- Summary of Advice

Students are encouraged to think about how they could communicate their transferable skills through an interview.

The STAR technique is explained and students are given an activity to answer an interview question using this technique.

An example of an interview is shown and students are asked to note down advice they would give the candidate for any future interviews.

The module finishes with a summary of the advice given throughout the programme.

There are worksheets available to complete activities or a blank sheet of paper could be used.