

## 10 SHORT AND SWEET ACTIVITIES to develop skills through WORK-RELATED LEARNING

1

### High expectations

**To prepare:** Invite a local employer to come and talk to the group.

**Activity:** Learners draw up a list of questions to ask the employer what they expect of their staff (e.g. punctuality, attendance, health and safety, deadlines, quality of work, etc.). Get them to take notes throughout the employer's talk, ask their questions and record the answers.

2

### No laughing matter

**To prepare:** Find and tell some jokes.

**Activity:** Nominate a chair to lead a group discussion about when it is OK and not OK to tell certain types of jokes. Include points of view relating to rules and policies in the workplace and encouraging behaviour that doesn't offend anyone.

### The customer is always right

**To prepare:** Compile a list of large organisations (e.g. John Lewis, Virgin media). Learners will need to access the Internet for research purposes.

**Activity:** Split learners into pairs to find out what pledges particular organisations make in their customer service statements – you could assign each pair with one or two organisations, or they could pick their own. Ask the pairs to present their findings to the rest of the group. As a group, discuss experiences of customer service and compare these experiences to the pledges made by companies. Are they delivering what they promise?

THREE

### Broadcast yourself

**To prepare:** Set up sound recording equipment.

**Activity:** Learners prepare and make a short podcast to promote themselves as a potential employee or recruit.

4

### The cost of commuting

**Activity:** Learners carry out a survey among family, friends and neighbours to find out how people travel to and from work, the approximate journey time/distance and what it costs. Get them to present their findings using graphs and charts – this could be in a presentation or report.

SIX



### Plan of action

**To prepare:** Supply a template for a personal action plan.

**Activity:** Learners identify some work-related goals. Agree a target for each learner that will help them to achieve their career goals. Get learners to complete an action plan with career preferences, SMART targets, action steps and dates to review progress.

### It's all in the detail

**To prepare:** Compile a range of workplace scenarios where it is vital that people give and understand accurate and detailed information.

**Activity:** Students practise getting and giving detailed information by asking each other quiz-style questions where they are not allowed to answer with yes or no. As a group, review the best types of questions for getting the most detailed answers.

8

### Feedback matters

**To prepare:** Come up with some examples of feedback – ranging from positive to negative.

**Activity:** Introduce the concept of 'constructive feedback' and discuss the examples as a group. Split learners into small groups and ask them to perform short role plays to show how feedback can help or hinder someone's progress in education or work.

9

### Question time

**To prepare:** Invite two or more colleagues or people from the local community to be interviewed by students. This could be in person, by phone or by email.

**Activity:** Learners devise questions to ask people in a range of different jobs (e.g. Why did you choose to go into this job? What qualifications did you need? What do you enjoy the most about your job?). Learners choose how to present the interviews (e.g. a magazine article, webpage).

10

### Better off alone?

**To prepare:** Gather and display some basic information showing the differences between working as an employee and being self-employed.

**Activity:** Learners make two mindmaps showing the advantages and disadvantages of:

- working for someone else
- working for yourself

FIVE

Resources to support these activities are available online...



visit: [www.theorb.org.uk](http://www.theorb.org.uk)