**Project Future** *– Preparing for the world of work*

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| Think back over your time in sixth form: when did you struggle to study effectively? Why?  Reflect on what you think the key skills will be that you will need to develop for your intended career. List them in order of priority.  **20 POINTS** | A close up of a logo  Description automatically generatedOrganise a group of friends or family to do the Marshmallow Challenge.  Note down their strengths and weaknesses as a team.   **20 POINTS** | A close up of a logo  Description automatically generatedUnderstanding what referencing is, and when you need to do it, is essential. This activity will ensure you are prepared.  **20 POINTS** | **A close up of a logo  Description automatically generated**It is very likely that you will be asked to do a presentation as part of your job; practise by working your way through this guided simulation.  **20 POINTS** |
| A close up of a logo  Description automatically generatedPractise taking notes for a variety of purposes; this skill will be important in most careers.    **20 POINTS** | A close up of a logo  Description automatically generatedWatch this TED Talk about the Marshmallow Challenge (after your team has tried it in the activity above). What does it tell you about the importance of teamwork?  **20 POINTS** | **A picture containing black, clock  Description automatically generated**Do not let your punctuation and grammar let you down; create a good impression to both your line manager and clients. Check out these activities.  **20 POINTS** | A close up of a logo  Description automatically generatedWatch this lecture about growth mindset. Note down what you need to work on in order to start your career.  **20 POINTS** |
| **A close up of a logo  Description automatically generated**Choose three (or more) of these podcasts to listen to. Make notes of your main learning points that you can focus on during the next few months.  **20 POINTS** | A close up of a logo  Description automatically generatedAll-important revision skills. Keep practising, you’ll still have exams to deal with. Going through this resource will help.  **20 POINTS** | **A close up of a logo  Description automatically generated**Learn how to manage your time effectively. Try out the Pomodoro Technique on the activities you are going to do from this grid.  **20 POINTS** | **A picture containing black  Description automatically generated**Critical thinking is a vital skill set. You will be introduced to new concepts and new challenges. Enrol on this free course that will ensure a flying start! **20 POINTS** |
| A close up of a logo  Description automatically generatedLearning how to proofread will be essential. Choose a piece of work that you have already done and use it to do the exercise in this guide.  **20 POINTS** | A close up of a logo  Description automatically generatedYou might think that you know social media inside out, but look at these workshops and note down how each platform could support your career.  **20 POINTS** | Get digital savvy. Explore a range of apps, such as Cold Turkey, Trello and Evernote, that will help you to focus on, and organise, your work life.  **20 POINTS** | A close up of a black background  Description automatically generatedDo you sometimes find yourself over-using a particular word? Have a look at Phrase Bank. Which will be the most useful for you when writing reports?  **20 POINTS**  **20 POINTS** |
| A picture containing drawing  Description automatically generatedPractise your note taking, critical thinking and development of subject knowledge by choosing a MOOC appropriate to your new career.  **20 POINTS** | A close up of a logo  Description automatically generatedRead this summary and explain the difference between skimming and scanning. How will these skills be useful in your career?  **20 POINTS**  **20 POINTS** | A close up of a logo  Description automatically generatedMaths skills are essential. Here’s a reminder of the absolute basics that you will need if you haven’t studied Maths for a while.  **20 POINTS**  **20 POINTS** | Once you have completed all of these activities, go back to the first box and do the exercise again.  Create a new CV that details your key skills and the work you have done over the last few weeks to prepare for your next step.  **20 POINTS** |