



Headteacher: Mr M Warren

December 2017

Dear Parents/Carers,

Year 8 Take Your Daughter to Work Day Thursday 26th April 2018 Rationale and Advice

For students, it's an opportunity to:

- ▶ Understand the importance of developing both 'soft' and 'transferable' skills in school by observing first-hand what of those skills are required in today's workplace.
- ▶ Start exploring career options in a practical way and gain a better understanding of just how many career choices are open to them.
- ▶ Develop an appreciation for their parents or carers and their roles in supporting their families.

For parents, it's preparing your daughter for the future. You can:

- ▶ Participate in a shared experience with your daughter.
- ▶ Begin a career discussion based on actual experiences.
- ▶ Enhance your daughter's experience with discussions before, during and after the workplace visit.
 - Whilst the programme is a great opportunity for students to be exposed to the workplace and it offers an unmatched educational experience, there are things parents, mentors, teachers and workplaces need to be cautious of.
 - All those involved should follow certain guidelines and so be involved in activities that make sure your daughter gets the most out of the programme.

Plan the day.

- Ahead of time, please think about how your daughter will participate in the day and what you would like your daughter to be involved in based on their interests if possible.
- Talk to your daughter before she goes to set out the ground rules.
- Find out if the organisation can offer any planned activities that your daughter can participate in. Whilst you want to make it interesting, please keep it realistic.

- Talk with other parents who have taken their daughter/son to the workplace to learn what went well and what they might have done differently.

On the Day

- Don't assume your daughter will be comfortable in your place of work. Ensure she receives a short briefing at the start of the day to introduce protocols and Health and Safety issues.
- Introduce your daughter to everyone you work with and include an acknowledgement such as saying hello and shaking hands.
- Tell your daughter what each person does so that she can start understanding that everyone has different responsibilities in the workplace.
- Whilst **Take Your Daughter to Work Day** is intended to be enjoyable, it should not be a jolly. We hope your daughter will take the aims of the day seriously. Please allow her to see you problem-solve etc., and understand some of the details of various activities at work.
- Have a short discussion at the end of the work day to ask your daughter about what she most enjoyed and what she learned.
- Don't just have your daughter shadow you; make sure she has an explanation of what you are doing and why and that she is fully engaged.

The school would like to thank you most sincerely for your intended participation in this day. Girls all over the world are being invited to participate and at Presdales we think it will be a most worthwhile venture. Thank you again.

Please give one copy of the **TAKE YOUR DAUGHTER TO WORK DAY PERMISSION AND CONFIRMATION** form to the Main Office; give one copy to the Organisation; and keep one for yourself.

Yours faithfully

Miss L Seaman

Head of Year 8





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What are the ‘soft skills’ employers want?

We often read news stories about how employers feel that applicants who’ve left school, college or university lack the ‘soft skills’ they want. Below we take a look at some of the most common soft skills, and how you can sell them to employers.

These skills are transferable skills, so they can be used in many different types of jobs. They are personal qualities and attitudes that can help you to work well with others and make a positive contribution to organisations you work for.

However, this isn’t to say that technical skills and knowledge aren’t also important, particularly computer skills. But remember that technical skills can be taught more easily than soft skills, which tend to be either personal characteristics or skills that have been fine-tuned over a period of time.

Communicating

This is perhaps the most common entry on person specifications for job vacancies, and for good reason. Skilled communicators get along well with colleagues, listen and understand instructions, and put their point across without being aggressive. They can change their style of communication to suit the task in hand – this can be invaluable in many different situations, from handling conflict to trying to persuade a customer of the benefits of buying your product. If you’ve got good communication skills you should be able to develop constructive working relationships with colleagues and be able to learn from constructive criticism.

Making decisions

There are different styles of decision making, but the important thing is to be, you guessed it, decisive. Gathering all the important facts, seeking advice, looking at the big picture, considering alternatives, being aware of repercussions – these are all things that go into making a good decision. Things to be wary of are indecision and making snap decisions.

Showing commitment

Employers want people who are dependable, reliable, enthusiastic, and enjoy hard work. Employees that are committed need very little supervision or motivation to do their best and get the job done.

Flexibility

We live in rapidly changing times in the workplace, so if you’re adaptable and flexible, you’ll be able to change with the times. It’s a great asset if you are able to step outside your comfort zone and try your hand at something you haven’t done before. Employers like people who are positive, upbeat and have a ‘can-do’ attitude.

Time management

When deadlines are looming, good time management is about prioritising the most important tasks, and then deciding which actions will produce the maximum output with the minimum effort. Are you a good juggler - can you work on several different projects at once?

Leadership skills

Even if you're not managing staff yet, leadership qualities are valued by employers. They look for people who lead by example, constantly look to improve, motivate themselves, are positive, and know when to follow instructions and when to show initiative.

Creativity and problem-solving skills

The ability to apply both logic and creativity to solve problems is highly valued by employers. If you are the kind of person who tries to see the solution as well as the problem, this will stand you in good stead.

Being a team player

A good team player has the team goals clear in their mind and works with others to achieve them. They are open and honest, and offer constructive suggestions and listen to others.

Accepting responsibility

Employers are on the lookout for people who take pride in their work, and are confident enough to put their name to it. They also respect people who can hold their hands up when things go wrong, and don't pass the buck. Everyone makes mistakes - it's how you react and learn from them that counts.

Ability to work under pressure

Whether you're trying to hit a challenging deadline or an urgent job has just landed in your lap, employers want to know you can put the stress to one side and focus on the job in hand. Can you decide quickly which approach will achieve the maximum results in a short period of time, and then get the job done?

When you look at that list and how valuable these skills can be to organisations, it's a wonder they call them 'soft skills', because they are very important and hard to learn!