

# Example Activities and Projects

**How to use this guide**

This guide should be used as a handrail to help you when designing your Work Experience Opportunity. It is not an exhaustive list; it is designed to inspire you to come up with your own ideas. All work is acceptable as long as there is an opportunity for the participant to develop their skills. Any work-related tasks should come from an existing member of staff’s workload – a MtW participant can’t replace an existing member of staff and shouldn’t be used to solve staffing issues.

**Core Components**

The Work Experience Opportunity should contain the following:

**Work-related activities** – this will make up a good proportion of the work experience. Tasks could involve greeting customers, conducting telephone surveys, preparing for meetings, or giving presentations. Work can be sourced from other areas of the business, for example, telephone surveys on behalf of another team.

**Formal Learning** – this will be made up of the mandatory learning and skills to succeed academy modules (more information is contained in “Designing your Work Experience Opportunity” which can be found on the MtW intranet page).

**Project** – Participants should take part in a project which will allow them to do a bit of independent work and develop a specific skill set. This could be a project that involves them to do some research, analyse results, suggest changes and deliver a presentation.

**Personal Development** – You should work with the participant to identify areas of development and choose specific tasks for them to complete that will help them in these areas. This could relate to their formal learning, for example if they identify they need to develop their confidence in interviews, time should be set aside to develop this area.

**Reflection** – Make sure participants have time to reflect on what they’ve learnt and how they can further their development every day or after every big activity.

**Example Activities**

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| Activity | Tasks within the project/activity  | Skills developed |
| Administration | Logging, preparing and recording boxes of files prior to dispatchDispatch of files to remote storage and other DWP officesRequest files from remote storageMake up flat pack boxesPhotocopying | Time management Attention to detailOffice working skills |
| Attending manager’s meetings | Note taking Presentation of their work experience | Written skillsPresentation skills  |
| Deliver a presentation | Online research, Employee survey, Conversations with employees, Analysing results, Creating and delivering a presentation. | Time management, organisation and communication, presentation, effective internet usage, analytical. |
| Shadowing staff members/ decision makers | Arranging meetings, making notes at meetings, photocopying, editing/proofreading documents  | Time management, communication, administration, written skills, interview skills |
| Create useful resources for a real project  | Designing information leaflets/posters, Printing/photocopying, editing/proofreading, developing a vision, selling an idea | Communication, written, internet usage, organisation, presentation |
| Setting up workshops | Setting an agenda, printing resources, booking a room, sending out invites | Time managementAttention to detailOffice working skillsCommunicationAnalytical skills |
| Using a survey to gather and analyse data | Creating the survey, interviewing people, distributing survey, analysing results | Verbal and written communication skills, analytical skills |

**Example Projects**

As part of the MtW Programme, we are looking to have a different project theme every quarter. You are welcome to complete your own projects, but projects that tie in with our quarterly themes are more likely to be used as case studies and good news stories in our communications. Below are some example projects that you could use.

**Quarter 1 – Specialist support**

**New Year, New Me**

Objective: To find out what support is currently available, what is available but underused, and what could be done to help colleagues achieve their new year aims.

Suggested activities: Internet research, policy research, colleague surveys, analysing results, come up with suggestions, create presentations.

Outcome: The participant(s) should finish with a proactive plan to implement their idea. For example, if a lot of colleagues say their new aim is to exercise more, the participants could run a campaign, or if the work experience opportunity is too short, they could plan a campaign, to raise awareness of civil service gyms, walking groups etc. The important thing is the skills that are gained while researching and planning, so delivering their plan would be great but not essential.

**Quarter 2 – Great place to work**

**Can I be me?**

Objective: To find out what initiatives are already in place to promote diversity and inclusion and come up with ideas of what could be done to increase inclusion, addressing any specific areas they recognise as concerns.

Suggested activities: Internet research, intranet search, policy research, colleague surveys, analysing results, come up with suggestions, create presentations.

Outcome: The participant(s) should finish with a proactive plan to implement their idea. For example, if they find that colleagues report that they don’t feel they can be themselves at work, the team could try to figure out what they can do to change this. This could be advertising #ICanBeMe by encouraging people to share their stories, or by setting up a room/club for those who feel isolated at work. For example, a well-being club or a coffee group. The important thing is the skills that are gained while researching and planning, so delivering their plan would be great but not essential.

**Quarter 3 – Physical and Mental Health**

**That’s mentell – tell us about your mental health!**

Objective: To research the effects of mental health on today’s population and on our workforce. Find out what we do to support our colleagues with mental health issues, and come up with ideas to support this. Participants could end their work experience opportunity with a fundraiser or awareness event for mental health support or charity for civil servants.

Suggested activities: Internet research, policy research, colleague surveys, workshops, research into mental health first aiders, analysing survey results, come up with suggestions, create presentations, run a campaign.

Outcome: The participant(s) should finish with a presentation that explains their findings and action points based on their analysis. They could also hold a fundraiser or awareness event, which would further boost their confidence.

**Quarter 4 – Good relationships**

**What do good relationships look like?**

Objective: To find out why good professional relationships are important in the workplace. How do we build and maintain good relationships?

Suggested activities: Internet research, policy research, CS learning courses, colleague surveys, analysing results, come up with suggestions, create presentations, run a campaign

Outcome: A presentation explaining why good relationships are important and how we can build and maintain these relationships. A campaign to encourage people to look into learning and guidance already available.