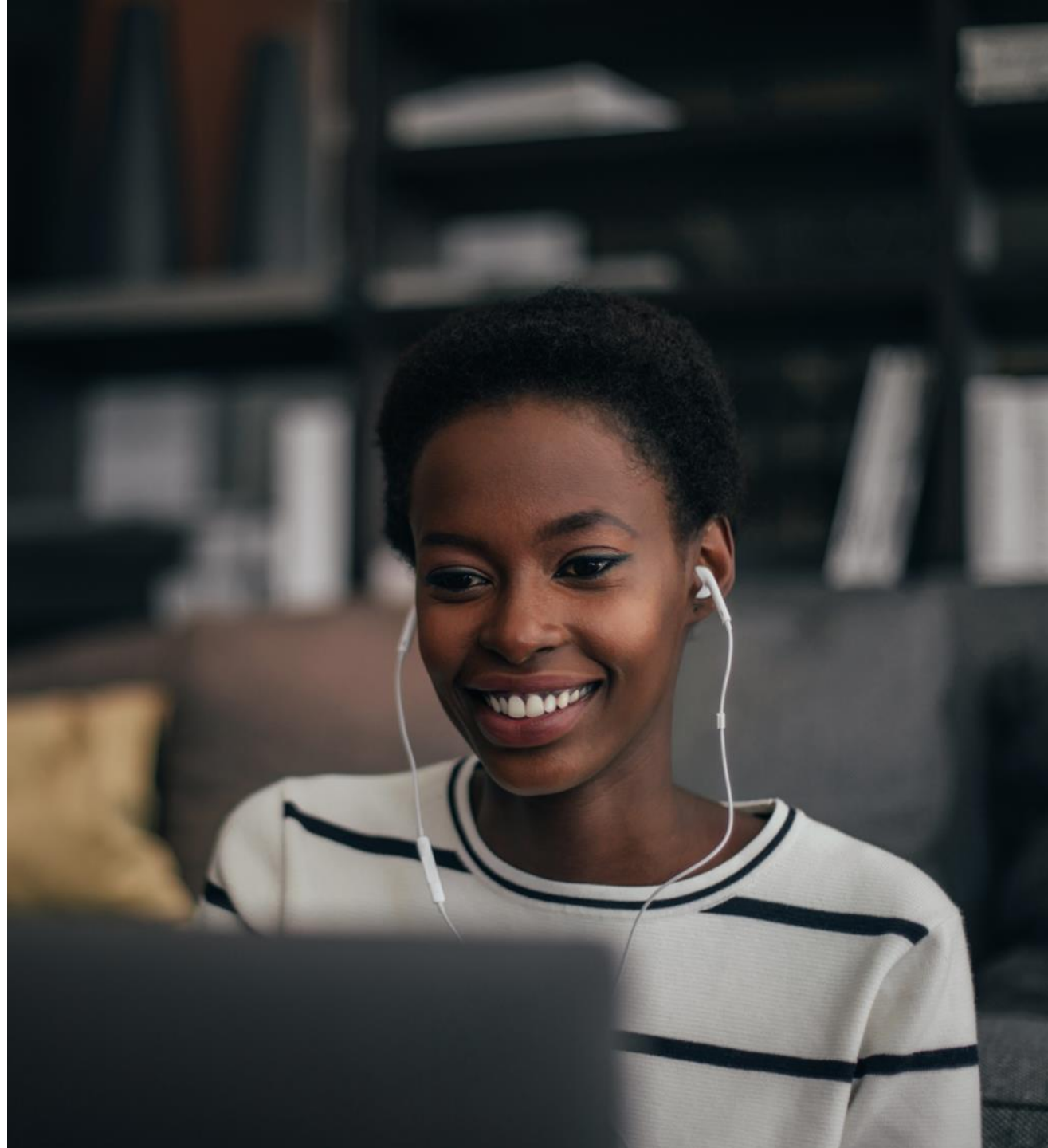MOVEMENT TO WORK™

Employability Skills Training

Work experience

This training will help you build the skills and confidence you need to create a great impression with your employer, showcase your experiences and successfully apply for a job following your placement.

In the workplace

- **Get ahead** in the workplace
- Build **positive relationships** and show yourself to be a **team player**
- Make the most of your **placement opportunities**

Digital skills

- Build your **digital confidence**
- Expand your understanding of digital and **business**
- Apply your **digital skills** to the world of work

Employability skills

- Learn how to **showcase the skills** you have learnt when applying for a job
- Prepare for your **future job(s)**
- **Stand out** to your future employer(s)

How to use this training guide

Each course contains links to content.
Click on the topic to be directly taken to the content, e.g. 'Get some Experience'.

→ **Get Some Experience**

All of the content included will support you to develop and showcase your skills and experiences.
However, if you are short of time, we recommend you focus on completing the content with a star next to it.

→ ⭐

The content is provided by two different training programmes. You will need to register with both to use the content. To find out more, click on the pictures below or view the next slide:

accenture
Skills to Succeed Academy

Accenture Digital Skills

MOVEMENT TO WORK™

Employability Skills Training

Accenture Skills to Succeed Academy

Accenture's Skills to Succeed Academy is a free, interactive, online training programme.

Our Employability courses focus on building the skills and confidence you need to choose the right career, find and successfully apply for a job, and be successful in work.

Our New Skills Now curriculum will help build the critical skills for success in the future workforce, such as working effectively with others, solving problems and using technology to prepare learners for success in the digital economy.
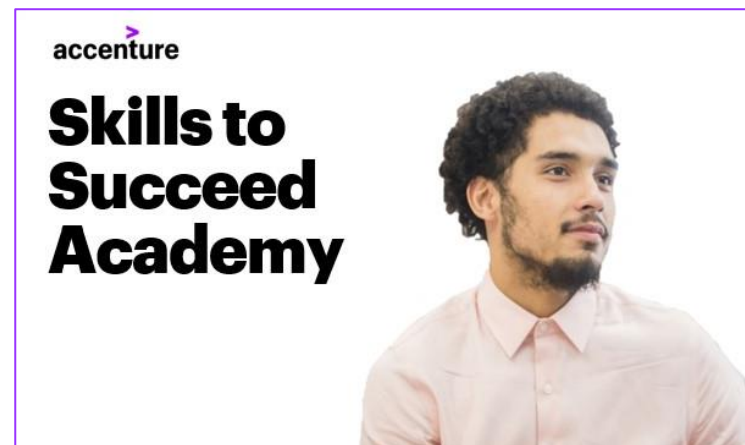
The training focuses on capabilities that individuals can learn at any age and refine over time and learners can explore a range of 108 bite-sized learning modules, to develop the dynamic mix of skills needed to navigate the world of work.

Key modules have been selected from all the available skills to succeed academy training content, with the intention of best preparing you for your work experience placement.

If you want to explore further, the rest of the content is available to you during and after your placement.

How to register

- Go to www.s2sacademy.com

- Click on 'Register Now' and use the Learner Access code: **MTW123**

- Click on the links in this guide to go to each module. If you are not already logged in, you will need to do so before being taken directly to the module

accenture

Skills to Succeed Academy

MOVEMENT TO WORK™

Accenture Digital Skills

Accenture Digital Skills is a collaborative, peer-to-peer learning platform that helps you build and strengthen the digital skills you need stay relevant in today's workplace.

The eight digital courses are offered online through a leading open course provider, FutureLearn. The courses contain interactive content, individual assessments and use social media tool features to enhance conversations with other learners. They will develop your digital knowledge and employability skills to help you get a job or build a business. A number of key digital skills are covered, from the role digital plays in the world of work, to social media and digital marketing.

If you complete 90% of a course with an average quiz score of 70%, then you can download a Continuing Professional Development (CPD) accredited digital certificate which you can add to your LinkedIn profile.

If you want to explore further, course content is available to you, during, and after your placement.

How to register

- Click on any one of the eight Digital Skills course links in this guide

- Register with FutureLearn to start a course

- The timing guidelines for courses do not have to be followed. Instead, you can complete the courses whenever you like and at whatever pace during your placement

Accenture Digital Skills

MOVEMENT TO WORK™

In the workplace

Don't know what to expect from your work experience?
This course will help you to hit the ground running, make a great impression and settle into the workplace.

For registration information click **here**.

What to expect in the first few days

How will what you learn from your work experience help you with your **future career**? What does it mean to be **professional**? Why are **first impressions** so important?

Get Some Experience

Your placement will help you **kick start your career** and show you where else you can find experience.

Finding Your Feet

Learn how to make a **positive first impression** and how to be **professional** in the workplace.

Behaviours in the workplace

How should you handle **challenging situations**? What should you do when you **don't know the answer**? How can **you communicate effectively** with your manager?

Having the Right Attitude

How you react to situations will shape your **success at work**. Learn all about methods to help you cope with **stretching scenarios**.

Welcome to Day 1

How will you deal with **challenging situations** in your first few days? Successfully **navigate your way** through the simulation, "Welcome to Wurkyworld".

Recognising Your Emotions

Practicing emotional self-regulation will help you choose the **appropriate way to behave** or **respond** in the workplace.

MOVEMENT TO WORK™

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Being successful in the workplace

What is **expected** of you in the workplace? Why is setting **long term career goals** important? How can you use what you learn during your placement in the **future**?

Teamwork

What does it mean to be a **team player**?
What is the right balance between **personal and professional**?

Knowing Your Job

Probation? Time Management? Feedback? Get to grips with all of these terms ahead of your placement and step closer to success.

Using Your Skills to Succeed

Your career will change and evolve over time. Learn about how to set **long term goals** to make the most of every opportunity.

Working Life

Make choices to help you **progress at work** and manage unexpected situations in this simulation, 'Life at Wurkyworld'.

Lifelong Learning

Continuously learning new skills can help you to **reach your full potential** and **adapt** more successfully to changes in the workplace

Getting to Know You

Building strong **working relationships** is an important skill that will help you to get on in the workplace.

Collaborating Virtually

Use virtual collaboration tools to stay in touch with your colleagues. Find out how these **tools can support remote working** and **communication.**

Communicating Effectively

Active listening can help you to learn more and build positive relationships with your colleagues.

MOVEMENT TO WORK

Accenture Digital Skills

Digital skills are needed in every job but don't worry, you are a digital native! Learn how to use your skills to stand out from others and make a memorable impression.

Digital Skills for Work & Life

Learn **how digital is changing our lives and work** and **develop the skills to thrive** in the digital world of work.

Social Media

Learn about the **value that social media can add** and how to **use social media effectively**, including creating a social media presence and measuring success.

Digital Marketing

Discover how and why **digital marketing techniques and strategies** are used by businesses today.

MOVEMENT TO WORK™

Accenture Digital Skills

Got some time and want to learn more about digital skills? The content below will help you to build more industry and job specific digital skills.

User Experience

Learn all about **how to make a website / build an app** and explore what 'good' looks like from a **user perspective**.

Web Analytics

Discover the **role of analytics in business**, how data and insights are used and the importance they hold.

Mobile

Mobile technologies can be and are used to enhance businesses. Learn all about **mobile design and development** as well as how to **create mobile experiences**, such as wearable devices.
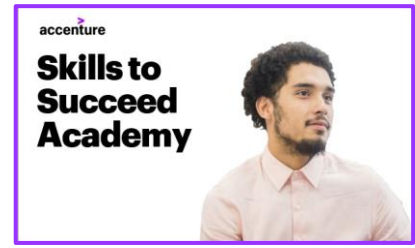
Artificial Intelligence

Learn more about the past, present and future of **artificial intelligence** and explore **its impact on the workplace**.

MOVEMENT TO WORK™

Employability skills

Do you want to stand out from the crowd? This course will help you to showcase the skills and experiences you have gained during your placement to help you successfully apply for a job.*

For registration information click **here.**

CV writing

How can you **showcase** your **transferable skills**? What should a **'good' CV** contain? Why is there no such thing as a **'one size fits all'** CV?

Identify Your Skills

Find out what **transferable skills** you have gained from your work experience and how you can talk about them.

Create Your CV

Understand different CV styles and learn the techniques to create a **stand out CV**.

Tailor Your CV

Find out **tips and tricks** for tailoring your CV, including what you can do when you don't have all the skills that the job asks for.

Interview techniques

What are the tips and tricks to **good communication**? How can you demonstrate you are the **best fit** for the job? What is the effect of your **body language**?

Test Drive the CAR Technique

Take your communication skills to the next level by learning how to use the **CAR technique.**

Ace Your Interview

Discover all of the steps you can take to show why you are **right for the job,** from body language to asking questions.

Practice a Job Interview

Put **preparation into practice** in this face-to-face interview simulation, Sam and Futuro-systems.

***We suggest you complete this training course towards the end of your placement so you can reflect on your experiences and ask your manager / mentor to take a look at your new CV, LinkedIn profile, etc.**

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Establishing a professional network (online)

How can you keep the **connections** you make during your work experience? How do you translate your **professional network online**? Who can see your **online activity** and why does it matter?

Online Professional Presence

Learn all about your online professional presence including how to create a great **LinkedIn profile** and presenting your **personal brand**.

Sam Smith

Aspiring IT technician seeking a job, with a strong interest in fixing mechanical objects

The Happy Bean Cafe • Accenture Skills to Succeed Academy - UK

London, United Kingdom • 8

Summary

I am a technology enthusiast, looking for opportunities to train as an IT technician. I am a responsible worker with fresh ideas for approaching problems in different ways shown by extensive experience with mechanical and electronic repairs ranging from motor cycles to games consoles.

Over the past few years I have improved my initiative and technical abilities by quickly grasping how to undertake repairs of a range of electronic devices by myself, with very little guidance. Whilst working at the Happy Bean Café I demonstrated my ability to use specialised equipment quicker than any other member of staff. Additionally I proved my attention to detail and ability to apply what I'd learnt by fixing similar problems in new equipment I'd never worked on before, such as my mums' heater.

When I'm not fixing things you'll probably find me playing football. As the vice-captain of the team I really enjoy analysing the strengths of the team to help us work out the best formations and strategies for the matches. Since I was made vice-captain we have won 90% of our matches - our best record for 4 years.

Please feel free to contact me via LinkedIn to discuss any job opportunities.

***We suggest you complete this training course towards the end of your placement so you can reflect on your experiences and ask your manager / mentor to take a look at your new CV, LinkedIn profile, etc**

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Developing your transferrable skills

What are the **most important learning skills** in the 21st century? How can I develop these skills to become more employable or successful in the workplace? How do I develop my **digital skills**?

Problem Solving

Learn how to apply **different techniques to solve problems** more effectively both at home and in the workplace

Critical Thinking

Understand how evaluating information and thinking critically **can help us to make more informed decisions** in the workplace.

Building Digital Skills

Knowing **how to use technology at work is becoming more essential** - build your confidence with sending emails in a digital environment.

*We suggest you complete this training course towards the end of your placement so you can reflect on your experiences and ask your manager / mentor to take a look at your new CV, LinkedIn profile, etc

MOVEMENT TO WORK™