

# Xpectations Project



Yaseer Ahmed  
Day One

## Aims:

- To empower people to develop the skills, the capacity and confidence to get the best start in their chosen careers.
- To provide an insight into the world of Education, Employment and Entrepreneurship, enabling young people to make informed decisions towards achieving their goals in life.
- To provide a conduit to success through networking, learning and improved communication.

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**PEARL** 

# Quote: "Actions are according to intentions"

(The Holy Prophet Muhammad (pbuh). Al-Bukhari)

## Ground Rules:

- Respect the trainer and each other
- Always be honest
- Agree to disagree
- Be on time for everything
- No drugs, alcohol or smoking
- No littering, keep things clean
- No swearing, threatening or abusing others
- Actively listen to others without interrupting
- Put mobile phones on silent or switch them off
- Never be afraid to ask questions which are relevant
- Bring handouts, notes and relevant stationary to every training session
- In discussions and group work always give credit first (Leadership Skill)
- Most of all - ENJOY ! (Life Skill)

The Prophet Muhammad (Peace be upon him) is believed by Muslims to be last and final messenger of Allah (God) and whose sayings and teachings are known as a-Hadith, reported in this case in the authentic book of Hadith which took 16 years to compile - Sahih Al-Bukhari by Imam Bukhari who lived during the period (194-256) A.H (After Hijri) - (810-870) A.D (Anno Domini - meaning the year of the Lord, traditionally thought of as the birth of Christ).

**Consequences: Don't even go there !!!**

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# Task 1:

# On the Hunt

Name:

Find someone who...

Has the same name as you (first or second)

Is the same age as you

Is wearing blue jeans

Likes to eat donner kebab

Has more than four siblings

Doesn't like chilli food

Lives in the same area as you (e.g. Rumworth, Deane, Halliwell etc.)

Has a birthday in the same month as you

Knows more than two foreign languages (able to speak them fluently)

Has been to France, America or Africa

Works part-time

Goes to College

Goes to School

Is having driving lessons or has passed

Was born outside the UK

Whose parent/s run a business

Who supports the same football team as you

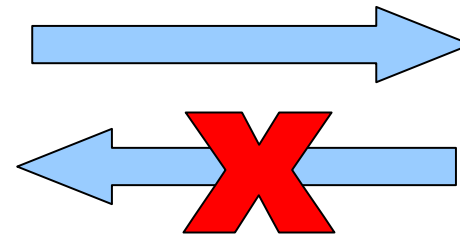
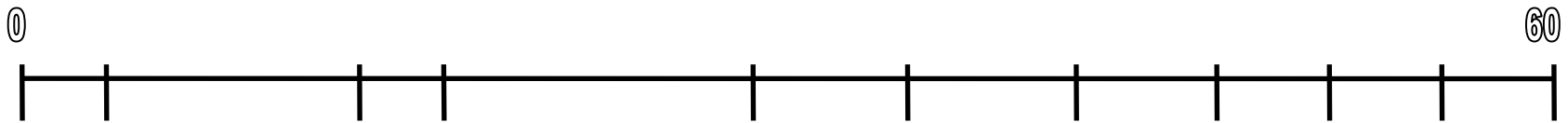
Wants to be a Doctor, Accountant or Solicitor

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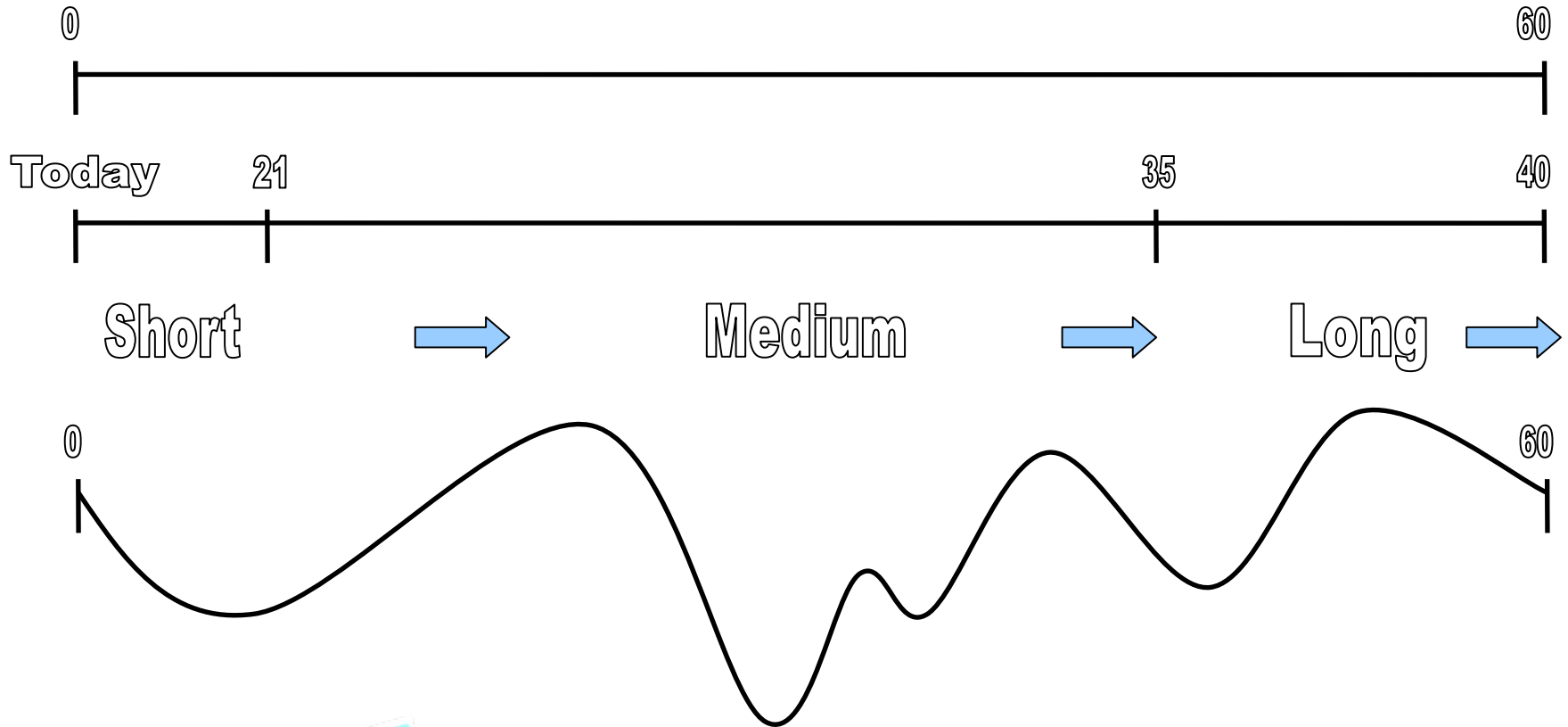
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## Task 2: Where have you been and where are you going? (Timeline)



Quote: "Goals in writing are dreams with deadlines"  
(Brian Tracy)

Brian Tracy is the most listened to audio author on personal and business success in the world today.



**Quote: "Alone we can do so little, together we can do so much"**

( Helen Keller 1880-1968)

**Task 3: Who do you know that can help you on your way?**

Helen Keller was both blind and deaf after an illness at the age of 1. She learnt to read and write and wrote a dozen books and travelled the world changing the perception that people had of the disabled. She lived to the age of 87.

**Family**

**Friends**

**Teachers**

**Careers Advisors**

**Personal Mentors**

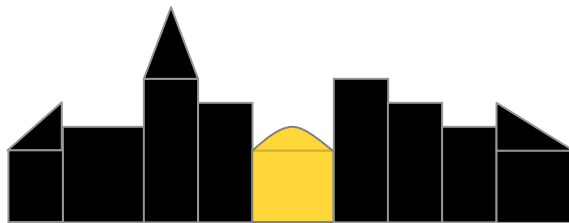
**Local council**

**Voluntary organisations**

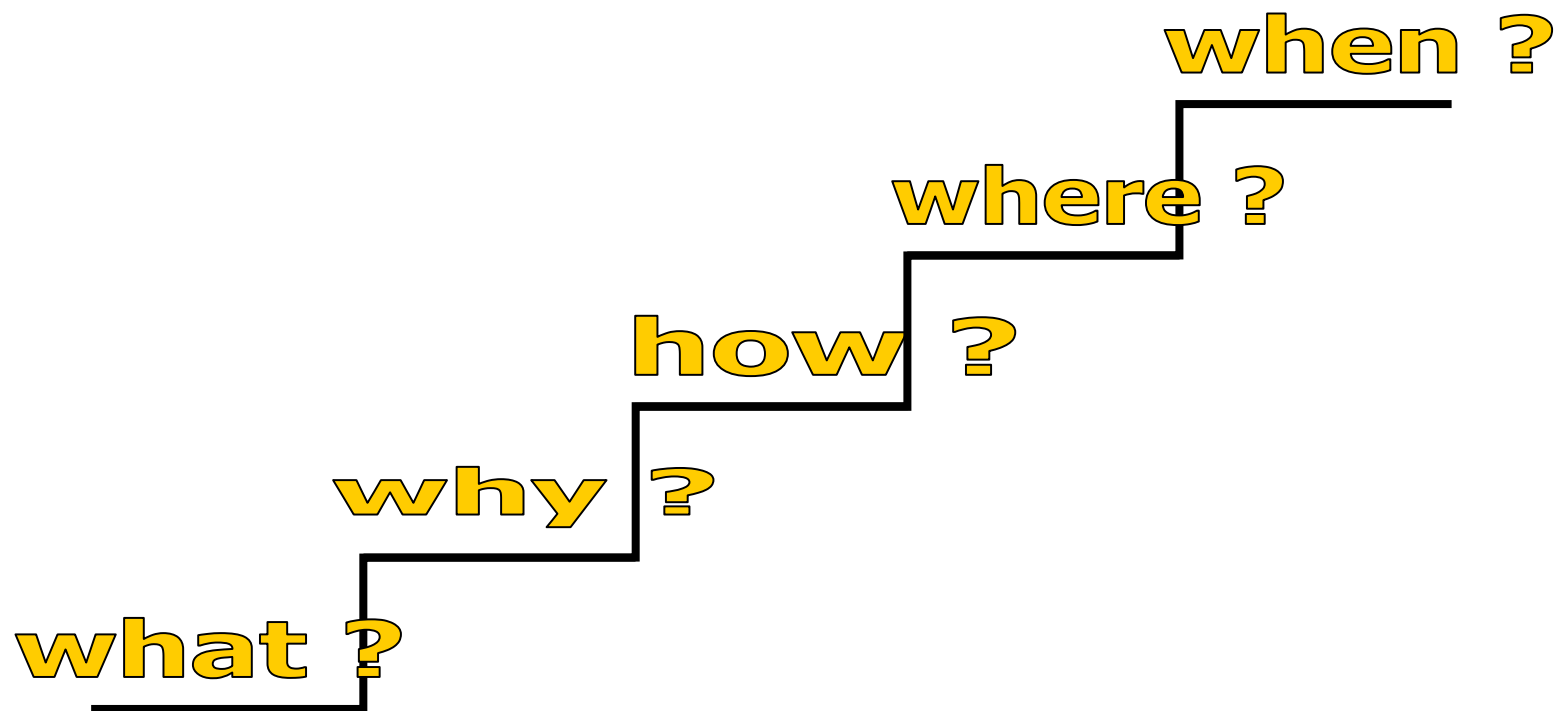
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# Becoming an Entrepreneur...



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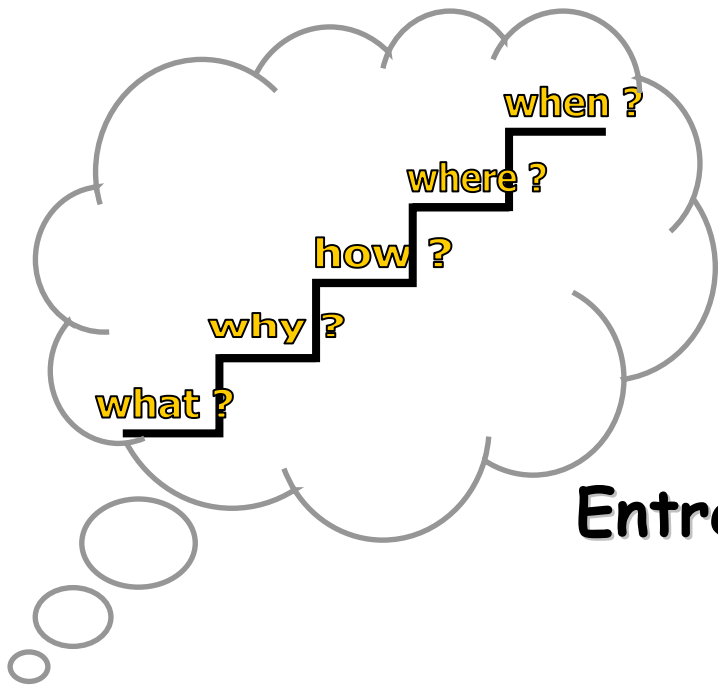


who dares...



<http://cd.bizwise.co.uk/ipep/nwnw/candidate/default.asp>

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Quote: "Wealth is not in vast riches but wealth is in self-contentment."

(The Holy Prophet Muhammad (pbuh). Al-Bukhari)

## Entrepreneur: What does it mean?

On the one extreme an entrepreneur is a person of very high aptitude who pioneers change, possessing characteristics found in only a very small fraction of the population. On the other extreme of definitions, anyone who wants to work for himself or herself is considered to be an entrepreneur.

The word *entrepreneur* originates from the French word, *entreprendre*, which means "to undertake." In a business context, it means to start a business. The Merriam-Webster Dictionary presents the definition of an entrepreneur as one who organizes, manages, and assumes the risks of a business or enterprise.

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**Quote:** "Paying attention to simple little things that most men neglect makes a few men rich."

(Henry Ford 1863-1947)

**Task 4/Quote:** "Being able to sell a product, no matter what it is, is the key to entrepreneurial success."

(Yaseer Ahmed 1977-still living)

Henry Ford was the founder of the Ford Motor Company and the Henry Ford company (now Cadillac). His car production and more importantly the way in which the cars were manufactured through an assembly line, revolutionised this period of history.

Yaseer Ahmed, founder of Derby Firelec, of Pearl Commercial Investments, young entrepreneur, youth and community worker who wrote this training programme. Father, husband and good friend.

**Sell it to win it!**

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# To conclude for today:

- Quote: “Actions are according to intentions”  
(The Holy Prophet Muhammad (pbuh). Al-Bukhari)
- Quote: “Wealth is not in vast riches but wealth is in self-contentment.” (The Holy Prophet Muhammad (pbuh). Al-Bukhari)
- Know your limitations and don't be afraid to ask for support. There is plenty of it out there.
  - Communication is key. If you can communicate you can sell.
- Know where you're heading. Set realistic GOALS on paper and stick to them.
- No matter how big the mountain you are climbing, it can only be done one step at a time. Know what it takes to get to the top.
- There is no time to waste: see you next session



# Xpectations Project



Yasser Ahmed  
Day 2

## Aims:

- To provide people with the knowledge and expertise to develop a world class C.V. and covering and letter.
- To provide people an opportunity to get the best start in their chosen careers by effectively marketing themselves through a C.V.
- To provide people with the necessary skills to identify what the employer requires of the prospective employee.



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Consequences: Don't even go there !!!

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# Task 7:

# The Egg Drop

In groups:

Design a package using only straws and tape that will sustain the fall of an egg off the supermarket shelf, which is five feet above the ground. Think of a jingle/phrase/promotion to sell your product later on in the day.

feeling

Each group has 30 straws and only one role of tape. You have 30 minutes (unless I'm generous) to complete the task.

## YOUR TIME STARTS NOW!



**Quote:** "To me art in order to be truly great must, like the beauty of Nature, be universal in its appeal. It must be simple in its presentation and direct in its expression, like the language of Nature."

( Mohandas Gandhi 1869-1948)

## Curriculum Vitae is Latin for "*course of life*".

- Art
- Presentation of Life Experiences
- Simple, direct and easy to embrace

Mohandas otherwise known as Mahatma was one of the most important leaders in freedom fight in India and its struggle for independence from the British Empire. At the age of 18 on September 4 1888, Gandhi went to University College London to train as a barrister.



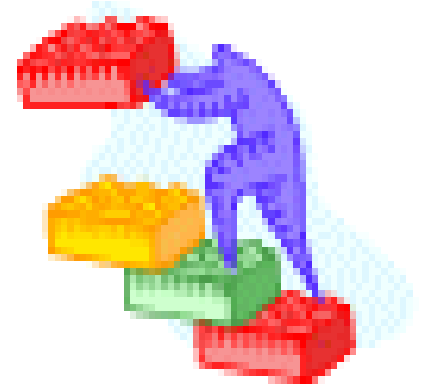
**Quote: "You never get a second chance to make a first impression" (Anonymous)**

- The importance of a *CV*?
- Into the Head of the Employer
- When is a *CV* used?
  - Knowledge
  - Skills
  - Personal Attributes
  - Hard Evidence
- Education
- Work Experience
- Activities and Interests

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# The Building Blocks



**Step 1: List things done in each of the 3 areas**

**Step 2: List a highlight for each**

**Step 3: Assign the Knowledge and Skill gained**

**e.g. Communication Skills; Team Work; Working under pressure; Leadership; Numeracy; Organisational Ability; Drive & Initiative; Analytical Skills; Motivating Others; Commercial Awareness; Problem Solving; Taking Responsibility; Creativity; Planning; Negotiation; Presentation Skills.**

**Step 4: List Specific Examples**

**Step 5: List the dates and if relevant the awarding body**

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**Quote:** "Honesty is the best policy, if I lose mine honour, I lose myself." (William Shakespeare 1564-1616)

## Truth or Lie?

• Type of CV: Standard Chronological, Skill based or a Hybrid

• Content:

- Personal Details
- Personal Profile (Optional)
- Education
- Work Experience
- Positions of Responsibility/Achievements
- Other Skills
- Interests
- References

3) Format

4) Feedback

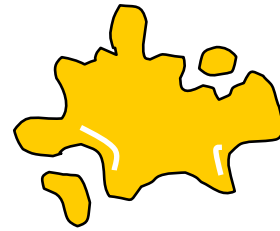
**Task 10:**  
Examples of  
other CVs

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## (Task 7: The Egg Drop)



Test it Out



Promote it

**Task 11: Introduce yourself properly**

**The Covering Letter : Format & Content**

- Introduction
- Why the application
- Sell yourself
- Conclude the letter

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# To conclude for today:

- **Quote:** "You never get a second chance to make a first impression" (Anonymous)
- Take time in preparing your CV and update it regularly
- Send a Covering Letter with your CV
- Get things checked before you send them

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Thank you...

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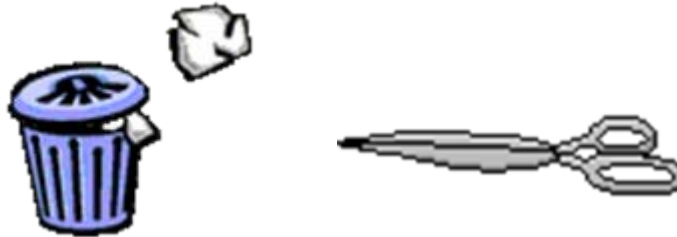
# Xpectations Project



Yasser Ahmed  
Day 3

## Aims:

- To provide people with the knowledge and expertise to complete job application forms.
- To provide people with an opportunity to get the best start in their chosen careers by effectively marketing themselves in an application form.
- To provide people with the necessary skills to identify what the employer requires of the prospective employee.



Quote: "To climb steep hills requires a slow pace at first."  
(William Shakespeare)

## Task 12: "Mental Agility Test" only three minutes to complete

The Ten Tips for Application Forms:

### "Simple but Effective"

- Read through the whole form first
  - Follow instructions e.g. Black Ink
  - Draft your answers in rough
    - Complete all sections
      - » Be positive about mistakes
      - » Write legibly
      - » Spell Correctly
      - » Get someone to read over the form
      - » Express yourself clearly
      - » Always keep a photocopy



# Basically: "If you fail to plan, you plan to fail."

School, College, Uni. or Current Job

College, Uni. or New job

Internet, Careers, Networking, etc.

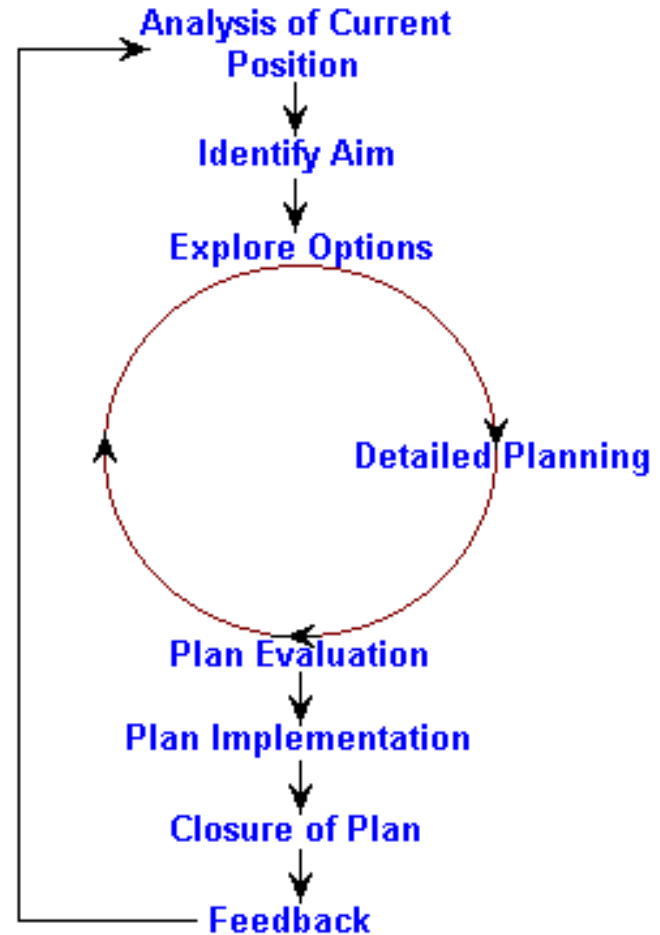
Research opportunities. Preparation of draft CV and background achievements, highlights and skills. Draft applications with rough answers.

Which one to choose

Send off Covering letter, CV or Application

Box off the plan or receive feedback and/or start again

## The Planning Cycle



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Driving?: Using the 'CAR'



**Context:** i.e. the team you were in; the job you were in etc.

**Action:** Contribution to the team: took responsibility; setting deadlines; data collection etc.

**Result:** Worked together well; commendation; award etc.

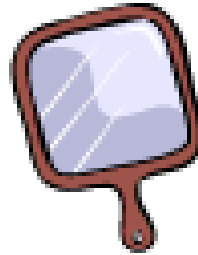
**SAMPLE APPLICATION:** [www.bolton.gov.uk](http://www.bolton.gov.uk)

Knowledge

Skills

Attitudes

Mirroring



(D)esirable or (E)ssential

**Quote: "Choose a job you love, and you will never have to work a day in your life."** (Confucius, 551 BCE - 479 BCE)

**Essential Preparation BEFORE CHOOSING YOUR CAREER PATH:  
Self Awareness and Reflections**

**Essential Preparation BEFORE YOUR INTERVIEW:  
Self Awareness and Reflections**

**Key factors to consider:**

**Physical appearance**

**How you have come this far, What was it they liked about your application or CV?**

**What are your strengths...CAR?**

**What are your weaknesses?**

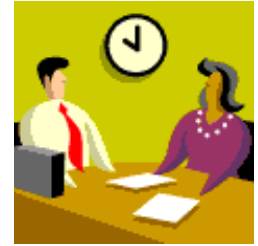
**Why are you applying for this job?**

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# Types of interview:



One to One

Lunch interview

Screening interview

Telephone interview

Group interview

Panel interview

**Some tips for the interview:**

Research the company

Read through any recent press cuttings

Practice your responses to common questions that could be asked

Have your questions at the ready

Prepare your resources

Dress appropriately

## Typical interview questions!

## What are you looking for as an interviewer?

## Task 16: **The Interview**

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# The internet job search: friend or foe?

What, When, Where, How much, Why?

- Keyword search
- Specific company search
- Recruitment agency search



Task 17: Find the right job or university for you.

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# The internet job search: friend or foe?

## Some of the best:

- [www.bolton.gov.uk](http://www.bolton.gov.uk) other council websites
- [www.get.hobsons.co.uk](http://www.get.hobsons.co.uk)
- [www.prospects.co.uk](http://www.prospects.co.uk)
- [www.guradian.co.uk](http://www.guradian.co.uk)
- [www.doctorjob.com](http://www.doctorjob.com)
- [www.connexions.gov.uk/occupations](http://www.connexions.gov.uk/occupations)
- [www.learndirect-futures.co.uk](http://www.learndirect-futures.co.uk)
- [www.ucas.ac.uk](http://www.ucas.ac.uk)



# Xpectations Project



Yasser Ahmed  
Day 4

## Aims: Day 2

- To define what/who is a leader?
- To provide an insight into the skills required to be successful and an opportunity to evaluate individual skills.
- To reaffirm your individual USPs

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# What are the Skills required to be a 'successful' entrepreneur?

Richard Branson



Lakshmi Mittal



Ingvar Kamprad



Anita Roddick



## Secrets to success:

- You've got to challenge the big ones.
- Haggle: everything is negotiable.
- Have fun working.
- Move like a bullet.
- Size does matter.
- Be a common, regular person

- Passion
- Curiosity
- Optimism
- Careful with money
- Starting early
- Risk taking
- Flexibility

- Good Communication
- Persistence
- Energetic
- Competitiveness
- Time management
- Organization
- Accountability

- Passion
- Creativity
- Drive
- Determination
- Independent
- Global
- Campaigner
- Devoted

Branson was 7th in the Sunday Times Rich List 2005

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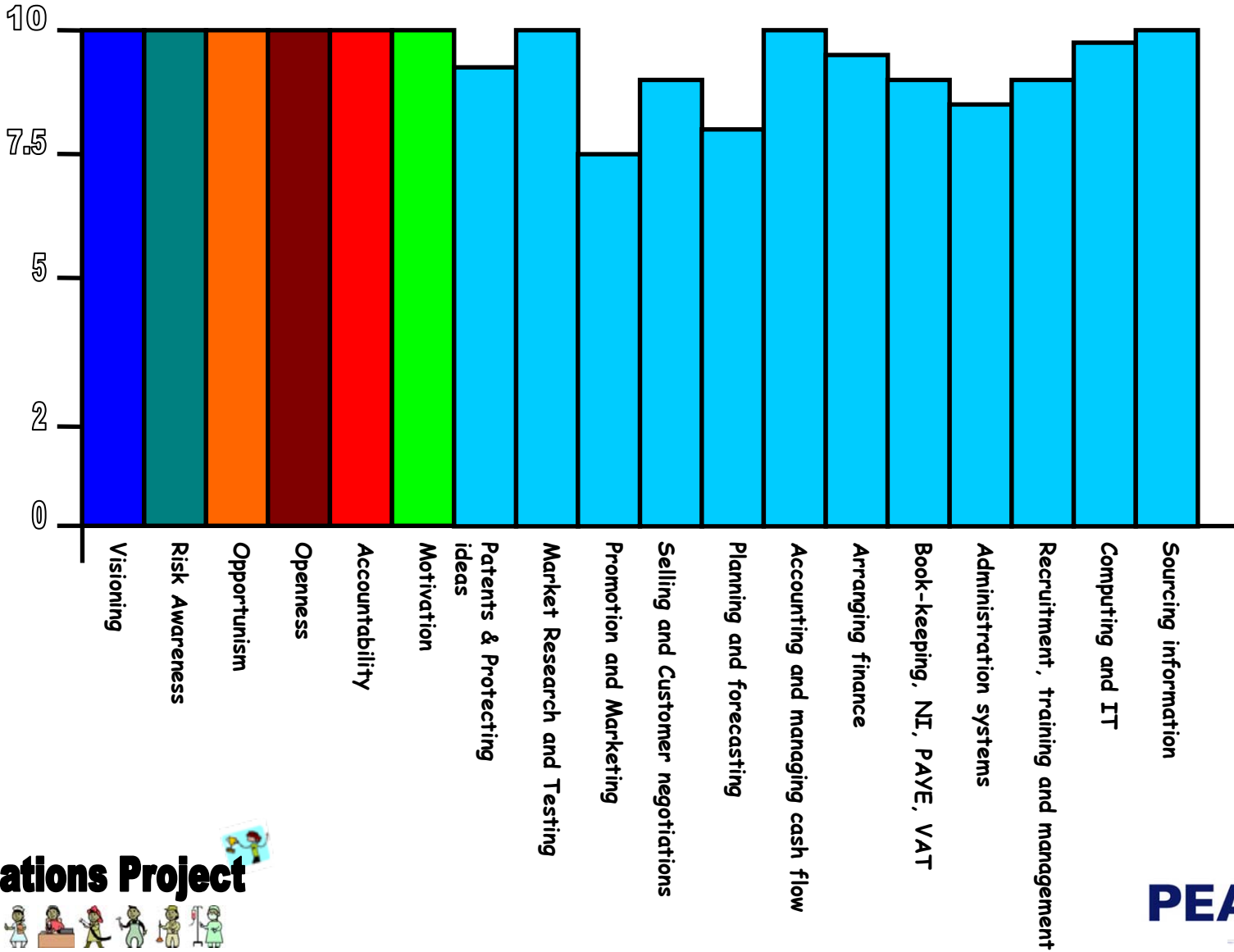


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## Task 15: **Modelling**

- Choose a person you know or would like to know. Someone in whose footsteps you would like to follow.
- Describe what you like about them and what qualities they have that you would like.
- Describe how you intend to bring these qualities into your life and plot the route you're going to take to become like them.
- Present your findings on a particular route to the group.

# What skills do you think you have?



# Effective Time Management

## Key Ingredients:

Planning

Preparation

Risk Management

Targets

Review and Evaluation

## To conclude for today:

- Defining Success
- Knowing your skills
- Leadership
- Time Management
- Importance of positive thinking

Thank you...

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# Xpectations Project



Yasser Ahmed  
Day 5

Key Ingredients:

## Effective Time Management

Planning

Preparation

Risk Management

Targets

Review and Evaluation



# Time Management Matrix

		URGENCY	
		High	Low
IMPORTANCE	High	<b>1</b> Urgent <b>and</b> important  Do it now	<b>2</b> Important <b>not</b> urgent  Decide when to do it
	Low	<b>4</b> Urgent <b>not</b> important  Delegate it	<b>3</b> <b>Not</b> important <b>not</b> urgent  Dump it

# THE CASH PANEL CHALLENGE

- Youth Projects
- 10k funding



The END

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Thank you...

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