

Week one: Professionalism, Competencies, Assessing your Skills, Knowledge and Experience

Drawing upon the Leeds Met Careers Service Futures Workbooks and professional competencies outlined by the Quality Assurance Agency (QAA), you will begin to explore the skills, knowledge and experience you have gained from studying and any paid or voluntary work that you have undertaken. In doing so, you will begin to reflect upon your current skills, knowledge and experience. You will also start to identify those areas that require further development.

Task: complete a self-analysis questionnaire.

Weighting: 10% of the overall mark for the Personal Career Strategy.

Week two: Group working

This session introduces theories of social relationships such as social exchange theory, equity theory and attribution theories that are relevant to group work, graduate skills and employment. The session also outlines the stages of group development such as forming, storming, norming and performing. Different communication styles within groups will also be investigated and evaluated.

Task: Write a reflection on your experience of group working during the modules you have studied so far. Think about these experiences in relation to theories of social relationships and stages of group development. What have you learnt? How will these experiences of group work prepare you for the world of work?

Weighting: 20% of the overall mark for the Personal Career Strategy.

Week three: Team working

This week provides an introduction to different roles within teams. For example, a key role is a task leader who may take the initiative, propose ideas or possible solutions. The leader may also be supported by others in maintenance roles, who offer encouragement, or help to keep the team working well together. An influential model of team roles and responsibilities is the Belbin model (named after Dr Meredith Belbin). During this session, you will investigate the Belbin model and reflect upon how this relates to your own experiences of either group work on your course, or working in teams in an employment setting.

Task: Complete an analysis of your roles and responsibilities in team or group work using the Belbin model.

Weighting: Weighting: 10% of the overall mark for the Personal Career Strategy.

Further reading: Belbin, R. M (1993) *Team Roles at Work*. Oxford, Butterworth-Heinemann.

Week four: Tutoring, mentoring and coaching

Personal development is a process that is driven by you, others can provide signposts, encouragement and guidance but you must put them into action. Taking responsibility for your decisions, problem solving, creating and evaluating opportunities and adapting to change are extremely important in terms of your future careers. During this session you will be introduced to three different approaches to self-development, tutoring, mentoring and coaching. At the end of this session, you will be given the option to find out more about academic and career coaching.

Week five: Job searching

In this session we will explore different resources, strategies and tools for job searching.

Task: Conduct a job search for your chosen career path. Provide a written report of your search detailing the web-sites or other sources you consulted, how useful they were and what are the key skills are employers looking for?

Weighting: Weighting: 20% of the overall mark for the Personal Career Strategy.

Resources:

Leeds Met Careers	http://www.leedsmet.ac.uk/careers
Prospects	http://www.prospects.ac.uk/index.htm
TV jobs	http://www.startintv.com
Skillset	http://www.skillset.org/careers
Media UK jobs	http://www.mediauk.com

Week six: Media industry research

During this session we will investigate different aspects of the media industry using SWOT analysis. This involves investigating strengths (areas of growth), weaknesses (areas that are in decline) opportunities (trends) and threats (e.g. increased competition).

Task: conduct a SWOT analysis of a particular aspect of the media industry that you are interested in working in such as TV, or radio. You can use industry reports such as Mintel and Keynote. These are available via the Leeds Met library on-line. Produce a written report based on your findings (100-200 words).

Weighting: Weighting: 20% of the overall mark for the Personal Career Strategy.

Week seven: Careers and CVs

The Leeds Met Careers Service will provide a workshop on how to write an effective CV.

Task: produce a current CV

Weighting: Weighting: 10% of the overall mark for the Personal Career Strategy.

Week eight: Personal Career Strategy

This final session will outline the components that are required for the personal career strategy assessment.

*The remaining 10% weighting for your Personal Career Strategy will be evaluated according to coherence, structure and style (e.g. bibliography).