

# TalkTheTalk

CONFIDENT COMMUNICATION FOR LIFE



# TALK ABOUT MY EXPERIENCE

VOLUNTEERING EXPERIENCES

HOW I SPEND MY  
MONEY & TIME

PROBLEMS I'VE SOLVED

AWARDS I'VE WON

SCHOOL PROJECTS I'VE DONE

TEAMS I'VE LED

MY HOBBIES

PRESENTATIONS I'VE GIVEN

CLUBS & SOCIETIES I'VE BEEN IN

JOBS & WORK EXPERIENCE

RESPONSIBILITIES I HAVE AT HOME

MY BEST SUBJECTS

## TALK ABOUT MOVING ON

MARK THE STATEMENT  
THAT YOU THINK BEST  
SUMS UP HOW YOU FEEL

I HAVE A PLAN...AND A  
BACK UP PLAN!

I HAVEN'T A CLUE  
WHAT I'M GOING TO DO

STRESSED OUT

I'M GOING TO MISS THIS

I'M REALLY, REALLY WORRIED ABOUT  
WHAT MY NEXT STEP IS

I KNOW EXACTLY  
WHAT I'M GOING TO DO

NO ONE CAN TELL ME  
WHAT TO DO!

HELP!!!

I CAN'T WAIT

CAN'T WAIT TO EARN  
MY OWN MONEY

I KNOW WHAT I WANT TO DO BUT I DON'T  
KNOW HOW TO ACHIEVE THIS

# IDENTIFY MY SKILLS

YOUR EXPERIENCES WILL HAVE EQUIPPED YOU WITH SKILLS FOR YOUR FUTURE. WE SHALL IDENTIFY AND TALK ABOUT THOSE SKILLS. CHOOSE **THREE** OF YOUR EXPERIENCES FROM PAGE 1 TO THEN IDENTIFY YOUR SKILLS BELOW

## EXPERIENCE 1

BEING ON TIME \* MEETING GOALS \* SPEAKING EFFECTIVELY \* LISTENING CAREFULLY  
\* WORKING WITH OTHERS \* SETTING HIGH STANDARDS \* WRITING CONCISELY  
\* COMING UP WITH NEW IDEAS \* BUILDING RELATIONSHIPS \* IDENTIFYING PROBLEMS \* FOLLOWING DIRECTIONS \* MANAGING TIME \* COACHING OTHERS

## EXPERIENCE 2

BEING SENSITIVE \* SUPPORTING OTHERS \* SUGGESTING IDEAS \* SENSE OF HUMOUR  
\* SELLING IDEAS OR PRODUCTS \* BEING OPTIMISTIC \* BEHAVING APPROPRIATELY  
\* PRODUCING QUALITY WORK \* WILLING TO SHARE \* REPRESENTING OTHERS  
\* ACCEPTING RESPONSIBILITY \* BEING PATIENT \* REPAIRING THINGS

## EXPERIENCE 3

KEEN TO LEARN \* KEEN TO IMPROVE \* MEETING THE PUBLIC \* ADEPT WITH COMPUTERS  
\* MAKING THINGS \* BEING SOCIABLE \* BEING OPEN MINDED \* LOGICAL THINKING \* BEING ACCURATE \* UNDERSTANDING THE BIG PICTURE \* TAKING RISKS \* SOLVING PROBLEMS  
\* WORKING UNDER PRESSURE \* COMMUNICATION SKILLS \* USING INITIATIVE \* ABLE TO ADAPT \* NEGOTIATION SKILLS \* ACT UPON INSTRUCTIONS \* BEING DEPENDABLE

# TALK ABOUT MY RESILIENCE

... A RESILIENT MINDSET



# TALK ABOUT MY SKILLS

YOU WILL NEED TO BE ABLE TO EXPLAIN YOUR SKILLS IN DETAIL IN A VARIETY OF SITUATIONS IN LIFE.

THAT'S WHAT WE ARE GOING TO DO NOW. TO DO THIS WE NEED TO HAVE A STRUCTURE. WE USE PAST, PRESENT, FUTURE...

**HOOK:** WHAT SKILLS DO YOU HAVE?

**PAST:** WHEN DID YOU LEARN THESE SKILLS?

**PRESENT:** WHERE DO YOU USE THESE SKILLS DAY TO DAY?

**FUTURE:** WHERE COULD YOU MAKE USE OF THESE SKILLS IN THE FUTURE?

**STRONG ENDING:** WHY ARE THESE SKILLS IMPORTANT?

NOW - YOU NEED TO DO THIS WITHOUT NOTES - SO CONDENSE EACH BOX ABOVE INTO ONE MEMORABLE WORD THAT WILL BE YOUR PROMPT

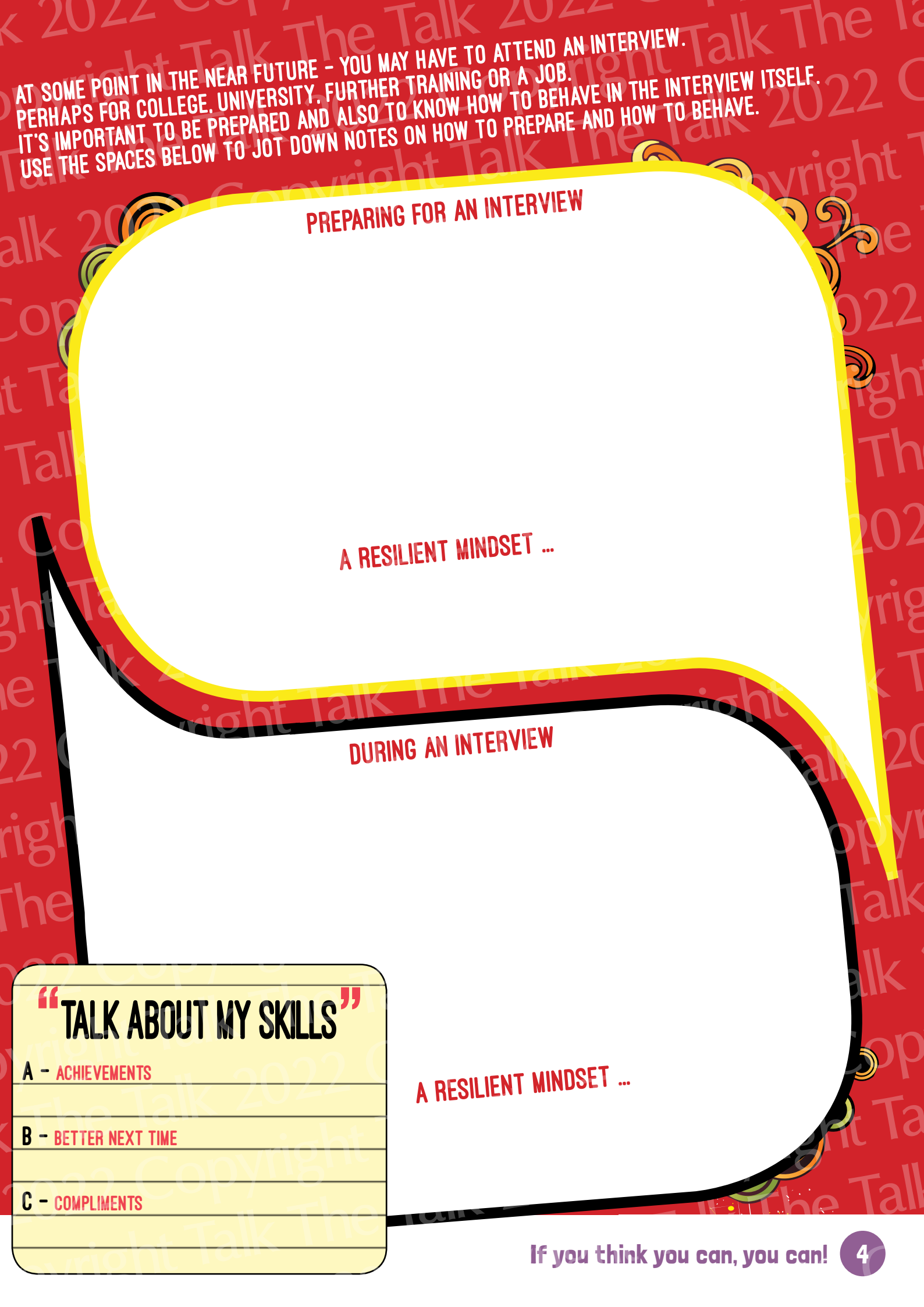
**HOOK**

**PAST**

**PRESENT**

**FUTURE**

**STRONG  
ENDING**



AT SOME POINT IN THE NEAR FUTURE - YOU MAY HAVE TO ATTEND AN INTERVIEW.  
PERHAPS FOR COLLEGE, UNIVERSITY, FURTHER TRAINING OR A JOB.  
IT'S IMPORTANT TO BE PREPARED AND ALSO TO KNOW HOW TO BEHAVE IN THE INTERVIEW ITSELF.  
USE THE SPACES BELOW TO JOT DOWN NOTES ON HOW TO PREPARE AND HOW TO BEHAVE.

## PREPARING FOR AN INTERVIEW

A RESILIENT MINDSET ...

DURING AN INTERVIEW

### “TALK ABOUT MY SKILLS”

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

A RESILIENT MINDSET ...

If you think you can, you can!

# TALK ABOUT QUESTIONS

GOOD INTERVIEW QUESTIONS ARE 'OPEN'. THIS MEANS THEY CAN'T BE ANSWERED WITH A SIMPLE 'YES' OR 'NO'.

USE THE SPACE BELOW TO JOT DOWN YOUR OWN 'OPEN' INTERVIEW QUESTIONS

WHAT PROMPTED YOU TO APPLY FOR THIS ROLE? HOW DO YOU SEE THIS HAPPENING? WHAT CHALLENGES DO YOU SEE? WHAT CONCERNS DO YOU HAVE? HOW WOULD YOU DESCRIBE YOURSELF?

TELL ME ABOUT A TIME WHEN YOU HAD A PARTICULAR PROBLEM AND HOW YOU OVERCAME IT?

## TALK ABOUT STORYTELLING

DURING AN INTERVIEW, YOU WILL OFTEN BE POSED AN OPEN QUESTION SUCH AS THE ONE ON THE LEFT

Such a question is prompting you to recollect your own personal experiences and stories. Use this space to jot down some notes in answer to the question.

## “TALK ABOUT THE FUTURE”

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

# TALK ABOUT THE FUTURE

YOU ARE NOW GOING  
TO PROMOTE YOURSELF

BASED ON YOUR FUTURE PLANS - EITHER TO GO INTO WORK, COLLEGE, UNIVERSITY OR FURTHER TRAINING - YOU HAVE TO TELL US WHY YOU ARE THE RIGHT PERSON SO SELL YOUR SKILLS, YOUR EXPERIENCES AND YOUR PASSIONS!

## HOOK

WHAT IS YOUR GREATEST ACHIEVEMENT IN LIFE?

WHAT WOULD YOU LIKE TO ACHIEVE?

WHAT DRIVES YOU?

WHAT MAKES YOU UNIQUE?

## PAST

WHAT SKILLS AND EXPERIENCE DO YOU HAVE?

WHEN HAVE YOU SHOWN GREAT STRENGTH?

WHAT DIFFICULTIES HAVE YOU OVERCOME?

WHAT HAVE YOU LEARNED IN YOUR LIFE SO FAR?

## PRESENT

WHAT IS YOUR TOP PRIORITY IN LIFE RIGHT NOW?

HOW WOULD YOU DESCRIBE YOURSELF?

WHAT ARE YOU PASSIONATE ABOUT?

WHAT MOTIVATES YOU?

## FUTURE

WHAT DO YOU WANT FOR YOUR FUTURE?

WHERE COULD YOU USE YOUR SKILLS IN THE FUTURE?

WHERE DO YOU SEE YOURSELF IN 1 YEAR? 5 YEARS? BEYOND?

WHEN WILL YOU TAKE YOUR NEXT STEP?

## STRONG ENDING

WHY SHOULD WE CHOOSE YOU?

WHERE CAN YOU MAKE A DIFFERENCE?

WHY DO YOU WANT THIS?

HOW SHOULD WE REMEMBER YOU?

NOW - YOU  
NEED TO DO THIS  
WITHOUT NOTES.  
SO CONDENSE  
THE ABOVE INTO  
ONE MEMORABLE  
WORD THAT WILL  
BE YOUR PROMPT.

1. **HOOK**
2. **PAST**
3. **PRESENT**
4. **FUTURE**
5. **STRONG ENDING**

If you think you can, you can!

# TALK ABOUT PROGRESS

REFER BACK TO YOUR NOTES FROM EARLIER IN THE DAY AND FILL IN BELOW.  
THIS IS A HANDY LIST TO REFER BACK TO WHEN WRITING YOUR CV.

## MY KEY EXPERIENCES ARE

1

2

3

## MY KEY SKILLS INCLUDE

1

2

3

## MY STRENGTHS ARE

1

2

3

# TalkTheTalk

CONFIDENT COMMUNICATION FOR LIFE

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Sir Jack Petchey CBE created the Jack Petchey Foundation to inspire young people and recognise the amazing contributions they make to society.

To do this the Foundation has invested over £143m in programmes that benefit young people aged 11-25 across London and Essex.

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