

TalkTheTalk

CONFIDENT COMMUNICATION FOR LIFE

PROPERTY OF



TALK ABOUT THE FUTURE

TALK ABOUT MY EXPERIENCE

VOLUNTEERING EXPERIENCES

[Empty box for volunteering experiences]

PROBLEMS I'VE SOLVED

[Empty box for problems solved]

PRESENTATIONS I'VE GIVEN

[Empty box for presentations given]

RESPONSIBILITIES I HAVE AT HOME

[Empty box for responsibilities at home]

AWARDS I'VE WON

[Empty box for awards won]

JOBS & WORK EXPERIENCE

[Empty box for jobs & work experience]

EXPERIENCES I AM PROUD OF

[Empty box for experiences proud of]

WHAT I DO AT THE WEEKEND

[Empty box for weekend activities]

SCHOOL PROJECTS I'VE DONE

[Empty box for school projects]

MY HOBBIES

[Empty box for hobbies]

CLUBS & SOCIETIES I'VE BEEN IN

[Empty box for clubs & societies]

MY FAVOURITE SUBJECTS

[Empty box for favourite subjects]

CHOOSE ONE EXPERIENCE

IDENTIFY MY SKILLS

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

CHOSEN EXPERIENCE

[Empty box for chosen experience]

IDENTIFY YOUR SKILLS

[Large empty box for identifying skills]

NOW CHOOSE ONE SKILL AND TURN OVER

HERE ARE SOME EXAMPLE SKILLS...

- BEING ON TIME * MEETING GOALS * BEING PATIENT
- * LISTENING CAREFULLY * WORKING WITH OTHERS *
- COMING UP WITH NEW IDEAS * BUILDING RELATIONSHIPS
- * BEING SENSITIVE * FOLLOWING DIRECTIONS *
- MAKING THINGS * BEING SOCIABLE * SOLVING PROBLEMS
- * ACCEPTING RESPONSIBILITY * SUPPORTING OTHERS *
- SUGGESTING IDEAS * SENSE OF HUMOUR * KEEN TO IMPROVE
- * COMMUNICATION SKILLS * SPEAKING EFFECTIVELY *
- KEEN TO LEARN * WILLING TO SHARE * MANAGING TIME
- * MEETING THE PUBLIC * REPAIRING THINGS *

TALK ABOUT MOVING ON

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

CAN'T WAIT TO EARN MY OWN MONEY

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

STRESSED OUT

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

I KNOW EXACTLY WHAT I'M GOING TO DO

HELP!!!

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

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

I'M GOING TO MISS THIS

NO ONE CAN TELL ME WHAT TO DO!

I CAN'T WAIT

TALK ABOUT MY SKILLS

TO DO THIS WE NEED TO HAVE A STRUCTURE.
WE USE PAST, PRESENT, FUTURE...

PUT YOUR CHOSEN
SKILL HERE

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**

TALK ABOUT

JOT DOWN THE VISUAL AND VOCAL SKILLS YOU CAN DEVELOP
TO PRESENT THE BEST VERSION OF YOURSELF

STEPPING INTO THE BEST VERSION OF YOURSELF

VISUAL **VOCAL**

TALK ABOUT THE INTERVIEW

AT SOME POINT IN THE NEAR FUTURE - YOU MAY HAVE TO ATTEND AN INTERVIEW.
PERHAPS FOR COLLEGE, UNIVERSITY, FURTHER TRAINING OR A JOB.
JOT DOWN NOTES ON HOW TO PREPARE.

PREPARING FOR AN INTERVIEW **DURING AN INTERVIEW**

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?

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.

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

"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!

TELL ME SOMETHING ABOUT YOURSELF.

How would you answer this?

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?

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

Talk The Talk

CONFIDENT COMMUNICATION FOR LIFE

Registered Charity: (England & Wales) 1161251



Skills Builder
Progressing in
essential skills

NOW TWEET YOUR FRIENDS AND TELL THEM ABOUT THE DAY



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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 £170m in programmes that benefit young people aged 11-25 across London and Essex.

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