Talk The Talk

CONFIDENT COMMUNICATION FOR LIFE



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JackPetchey Foundation
Inspire • Motivate • Achieve

TALK ABOUT MY EXPERIENCE

VOLUNTEERING EXPERIENCES

HOW I SPEND MY MONEY & TIME

AWARDS I'VE WON

SCHOOL PROJECTS I'VE DONE

PROBLEMS I'VE SOLVED

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
- CAN'T WAIT TO EARN MY OWN MONEY
- HELP!!!
- I CAN'T WAIT
- I KNOW WHAT I WANT TO DO BUT I DON'T KNOW HOW TO ACHIEVE THIS

IDENTIFY MY SKILLS AND STRENGTHS

YOUR EXPERIENCES WILL HAVE EQUIPPED YOU WITH NEW SKILLS AND HELPED YOU DEVELOP YOUR STRENGTHS. CHOOSE THREE OF YOUR EXPERIENCES FROM PAGE 1 AND NOTE BELOW. NOW IDENTIFY WHICH SKILLS AND STRENGTHS EACH EXPERIENCE DEMONSTRATES.

EXPERIENCE 1

EXPERIENCE 2

EXPERIENCE 3

SKILLS

(Abilities you can learn and improve through practice)

COMMUNICATION	CREATIVITY
TEAMWORK	CRITICAL THINKING
SPEAKING EFFECTIVELY	DECISION MAKING
ACTIVE LISTENING	CUSTOMER SERVICE
CONFIDENCE	DIGITAL
PROBLEM SOLVING	LEADERSHIP
TIME MANAGEMENT	INITIATIVE
ORGANISATION	RESILIENCE
RELIABILITY	SELF-MOTIVATION
ADAPTABILITY	ATTENTION TO DETAIL
PROFESSIONALISM	PLANNING
TECHNICAL	BUILDING RELATIONSHIPS
LANGUAGE	NEGOTIATING

STRENGTHS

(A natural talent or character trait that you have and can develop)

POSITIVE ATTITUDE	FLEXIBILITY
EMPATHY	RESPECTFULNESS
PATIENCE	PERSISTENCE
RESPONSIBILITY	CURIOSITY
WILLING TO LEARN	SELF-DISCIPLINE
INDEPENDENCE	DEPENDABILITY
ACCOUNTABILITY	INTEGRITY
HONESTY	EMOTIONAL INTELLIGENCE
KINDNESS	DETERMINATION

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TALK ABOUT COMMUNICATION SKILLS

JOT DOWN THE VISUAL AND VOCAL SKILLS YOU CAN USE TO PRESENT THE BEST VERSION OF YOURSELF DURING AN INTERVIEW.

VISUAL

VOCAL



INFLUENCE ME

WHAT ITEM ARE YOU GOING TO PITCH? WHICH VISUAL AND VOCAL SKILLS MIGHT BE MOST EFFECTIVE? WHAT POINTS MIGHT YOU MAKE? USE THIS SPACE TO MAKE NOTES IF YOU WISH.

"INFLUENCE ME"

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

TALK ABOUT MY SKILLS AND STRENGTHS

YOU WILL NEED TO BE ABLE TO TALK ABOUT YOUR SKILLS AND STRENGTHS IN A VARIETY OF SITUATIONS IN LIFE, WHILST ALSO RESPONDING CONCISELY TO QUESTIONS ABOUT HOW AND WHEN YOU MAY HAVE DEMONSTRATED THEM. WE ARE GOING TO BREAK THIS INTO TWO PARTS.

PART 1: ELEVATOR PITCH

HOOK

SKILLS & STRENGTHS

IMPORTANCE

AMBITION

STRONG ENDING

PART 2: THE STAR METHOD

S

T

A

R

TELL ME ABOUT A TIME WHEN YOU HAD TO OVERCOME A PARTICULAR CHALLENGE OR PROBLEM?

"ELEVATOR/STAR"

A - ACHIEVEMENTS

B - BETTER NEXT TIME

C - COMPLIMENTS

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TALK ABOUT PREPARING FOR AN INTERVIEW

INTERVIEWS TAKE MANY DIFFERENT FORMATS. IT IS IMPORTANT TO PREPARE EFFECTIVELY FOR EVERY INTERVIEW.

JOT DOWN YOUR NOTES ON THE DIFFERENT INTERVIEW FORMATS AND HOW TO PREPARE FOR THEM



TALK ABOUT THE FUTURE

YOU ARE NOW GOING TO PROMOTE YOURSELF

Based on your future plans, such as college, university, an apprenticeship or your ideal job, you are going to take part in mock interviews to pitch your experiences, skills and passions!

COMPETENCY-BASED QUESTIONS

- Tell me about a time you worked successfully as part of a team
- Describe a situation when you managed your time effectively to complete an important task
- Give an example of a challenge you faced and how you dealt with it
- What is a skill that you've developed recently and how will this be of value in the future?

STRENGTH-BASED QUESTIONS

- What type of tasks do you enjoy most at school or college?
- Which of your strengths are you most proud of?
- What would your friends or teachers say your strengths are?
- What is an area in your current skill set that you would want to strengthen and why?

MOTIVATIONAL QUESTIONS

- What motivates you to do your best?
- Why are you interested in this role/course/apprenticeship?
- Describe a time when you've gone above and beyond in order to achieve a goal
- Why did you apply for this opportunity and how does it link to your subjects?

BEHAVIOURAL QUESTIONS

- Tell me about a time when you helped someone
- How do you respond when you receive feedback or criticism?
- Describe a time when you made a mistake and what you learned from it
- How would you deal with disagreements in a team or group?

SITUATIONAL QUESTIONS

- What would you do if a classmate were struggling with a piece of work?
- What would you do if you were given unclear instructions for a task?
- Describe a situation when you've had to adapt quickly to an unexpected change
- How would you approach a disagreement with a decision made by your manager?

MY NOTES

TALK ABOUT MY RESILIENCE

...A RESILIENT MINDSET

TALK ABOUT MY POTENTIAL

MY KEY EXPERIENCES, SKILLS AND STRENGTHS ARE:

AREAS I WANT TO DEVELOP, AND HOW I CAN DEVELOP THEM:

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IMPACT LEVEL 4 Skills Builder
Progressing in essential skills

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The Jack Petchey Foundation is an organisation that empowers young people and widens their opportunities through grant giving and achievement recognition. The Foundation was set up to inspire and motivate young people across London and Essex to do their best and reach their full potential.

Since 1999, over £190 million has been invested in programmes to benefit young people aged 11-25 across London and Essex. Their major programme is the Jack Petchey Achievement Award Scheme, which is run in over 1,500 youth clubs, youth organisations and secondary schools.

Over 1.5 million young people have directly benefited from the Jack Petchey Foundation programmes.

For more information about this programme, which is run in partnership with the Jack Petchey Foundation, please contact Talk The Talk:

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WBJPFTAF26V1-DSJPFTAF26V1