

# Home Building Virtual Career Insight and Taster Workshop - Facilitator Guidance Notes

Welcome to the Home Building Career Insight and Taster Workshop – this guidance document together with the toolkit encompassing slides, activities and templates will prepare you to set up and run the workshop. The guidance notes will enable any member of staff to run the session as all the information you require is in this toolkit. [Feel free to add your business logos to the material.](#)

This interactive workshop is aimed at school leavers who are interested in considering a career pathway in the Construction and Home Building Industry.

The workshop is designed to be delivered in one day to up to 20 students with one facilitator leading the session, held over an online video platform such as Microsoft Teams.

The workshop has been designed so it can be run virtually over an online video platform, such as Microsoft Teams. This enables communication between facilitator & participants and allows for screen sharing. Microsoft Teams also has a breakout room functionality- we will cover this in more detail later in the guidance documents. For some activities students will be split into groups and be able to utilise these breakout rooms.

## 1. Workshop Structure

Home Building Careers Workshop Schedule			
Session One- Introduction & Information	45 Mins		
	15 Mins	15 Mins	15 Mins
	Welcome & Introductions	About Homebuilding (and your Company)	Apprentice Information
Break	15 Mins		
Session Two- CV Skills	45 Mins		
	15 Mins	15 Mins	15 Mins
	Covers Letters	CV's	CV Comparison Task
Lunch Break- 1 Hour	1 Hour		
Session Three- Apprenticeship Insight Activities	2 Hours 25 Mins		
	40 Mins	1 Hour	45 Mins
	Activity One- <u>Trade Apprenticeship</u>	Activity Two- <u>Technical Apprenticeship- Site Layout Comparison</u>	Activity Three- <u>Commercial Apprenticeship- Contractor Tender Comparison Task</u>
Session Four- Feedback & Reflection	25 Mins		
	10 Mins	10 Mins	5 Mins
	Next Steps	Feedback on Session	Q & A

This workshop has been designed in a way that allows facilitators to pick and choose elements that they want to prioritise according to time and recruitment requirements.

The below highlights different sections of the workshop which can be taken as 'essential' or 'optional' elements to creating a bespoke session.

## **Essential Modules**

- **Module 1** - Welcome and Introductions
- **Module 2** - About Housebuilding
- **Module 3** - Apprentice Information and insight
- **Module 4** – Feedback and Reflection

## **Optional Modules**

- **Module 5** – Quiz
- **Module 6** - CV Workshop

## **Interchangeable depending on Workshop Focus:**

- **Module 7** - Technical Task
- **Module 8** - Construction Task
- **Module 9** - Commercial Task

*It is recommended that at least one of the departmental tasks as well as the CV workshop is included in a modular session.*

## **Hints and Tips you might find useful.**

### **2. Facilitator and Student Resource check list**

You will find a Facilitator and Student resource check list in your Toolkit which includes the documents, slides and materials required to deliver the workshop; you may find it useful to have some resources pre-printed onto A3 paper, but this is dependent upon your method of delivery.

### **3. Contacting schools and arranging an event**

Before contacting schools / colleges directly you should speak with your employer to ensure they are happy for you to do the workshop. Discuss the potential content you will be covering and your plan. Your employer may already have contacts and relationships with schools / colleges / network groups that you can utilise. They may also have their own guidance. Within the toolkit you will find a template email which can be amended and sent out to schools if you wish to use it.

### **4. Planning your event**

- Begin by establishing your main point of contact in the school. Careers Advisor, Head of Year for years 10/11, or a Head teacher/Head teacher Secretary are usually best placed to help arrange the workshop. Before anything is confirmed ensure it has been authorised by the Head Teacher.
- Contact the organiser and arrange a convenient time to discuss your ideas.
- Understand your target audience.
- Agree your aims and objectives for the session and provide a brief of the overall workshop for the teacher beforehand. This is important as the teacher will know the learners and will be able to help you tailor your event and make it a success.
- Be clear on numbers attending, large numbers on a virtual event are difficult to manage – be clear on the limit per workshop.
- Establish the schools ICT set up, discuss what platform you are going to use. See platforms on the next page.
- Agree a date that gives you enough time to prepare.
- Understand the School timetable, breaks and lunch time to ensure you deliver within the time constraints of the school day.
- Are there any materials that are required for the session – do they need to be sent across beforehand, think about how you will do this post / email?
- Arrange to test the technology before the day!
- Think about how you are going to evaluate if the event was a success – will you ask for feedback / evaluation forms to be completed? How will this be done?
- Remember, be flexible, schools can have rigid timetables and rules!

## **5. Safeguarding**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding and confidentiality are extremely important when holding your event. Speak with the school and event organiser / safeguarding officer regarding this, they will be able to advise you on the measures that you and they should be taking. Even if you are already checked by DBS you may need to complete another enhanced check.

You might find this guide useful too

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

## **6. Platforms**

There are lots of different platforms available to use to hold virtual events. Speak with the event organiser first to understand any technical requirements and if they have a preferred platform. You may have to be flexible here as you may have to use a platform that you are unfamiliar with. You may also need to speak with your IT department at your place of employment to see if they support the platform as you may need to complete a requests or cyber assurance process in order to use on your company equipment.

Example platforms

- Microsoft Teams
- Zoom Video Communications
- WebEx Video conferencing software

Whichever platform you use be sure to send over:

- Set up instructions
- your links
- Chaser emails to ensure it was received
- Do a test call- 1 week prior to workshop

N.B. The workshop has been designed to use Breakout Rooms to complete the group tasks

### **Using Breakout Rooms**

If you use Microsoft Teams Breakout Rooms, you or whoever acts as the facilitator will be able to enter each break-out room to assist with the activities and provide advice.

- Instruction set up
- Creating rooms
- Moving between rooms

Here is a hyper link for more information on Microsoft break out rooms.

<https://techcommunity.microsoft.com/t5/microsoft-teams-blog/breakout-rooms-generally-available-today-in-microsoft-teams/ba-p/1968481>

If you are going to use Zoom Video Communications - <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

## **7. On the Day – Running your event – hints and tips**

- Make sure you have everything to hand ready for the morning.
- Sign into the platform early and get yourself setup
- Objectives & Housekeeping – it's important you are clear about what is going to happen in the session so each person knows what to expect, mention timings, any breaks, when would you like questions to be asked? Also mention what to do if the technology fails.
- Don't panic if something goes wrong! We are all learning together at the moment so if something goes wrong try not to panic. Planning will help!
- Think about your online background and what you are wearing – does your organisation

- have a corporate background.
- Location – if you are working at home make sure you are in a suitable place and have a good internet connection.
- Language / Jargon - think about your audience and the language you use and make sure you explain any jargon.
- Session plan – have your session plan to hand to help keep to time. It's important you keep to time as teachers and learners will have other commitments throughout the day.
- Make sure you smile and have a friendly approach, read the room – if your tone isn't working, switch things up

## **8. Review & Reflect**

Following your event, it's always good to reflect and obtain feedback so that you can learn and improve for next time.

- Review during the event and at the end by either summarising for the learners at each stage or ask them to tell you what they appreciated from the workshop and what they are going to go away and reflect on.
- Think about how you would like to receive feedback will you ask for comments or send over an evaluation form to the teacher?
- After the event you need to reflect on what you have learnt, what you could have done better. What could you do differently next time?

## **9. Post-Workshop**

Ensure a "Thank You" email is sent out to your School Contact post Workshop Completion. This will help establish a good relationship going forward.

In this email ensure you leave your School Contact your contact details. This allows interested pupils to be able to reach out to you for additional advice. The PowerPoint Presentation includes some great examples of suitable websites and sources of information that students can be directed towards.