A GUIDE TO OUR SERVICES

www.bangor.ac.uk/careers
Bangor University is committed to ensuring that you have the opportunity to develop your skills and experiences whilst studying at the University so that you are fully equipped with the transferable skills you will need when looking for employment opportunities after graduation.

The Careers and Employability Service provides assistance throughout your degree, delivered in the form of face-to-face clinic appointments, a programme of workshops, employer talks and presentations, and a variety of online resources.

The Bangor Employability Award scheme combines the structure of a personal professional development plan with expert career advice and comprehensive employability skills training. You will receive formal recognition for the employability-enhancing activities you become involved in, including guest lectures, conferences and fairs, clubs and societies, experiences of work, volunteering, representation, training, and much more.

You can take advantage of interesting and varied workshops & e-tutorials, tackle and overcome challenges, try new experiences, gain confidence, have fun and make new friends and contacts. You can take the opportunity to discover your unique attributes, develop new skills and ‘fine tune’ others.
CAREERS CLINIC
Careers Clinic appointments are 20 minute sessions with a careers adviser, enabling you to discuss your queries and concerns and get information and guidance on how to proceed from there.

LONGER INTERVIEWS
Occasionally the careers adviser may feel that you would benefit from a more in-depth discussion and will book you in for a longer interview.

MOCK INTERVIEW
One-to-one interview practice. These can often be arranged directly with a careers adviser via a careers clinic appointment.

E-GUIDANCE
If it is difficult for you to come in, you can submit a careers query on-line via our e-guidance link and you can expect a reply within five working days. However, this service does not include CV checks.
HOW TO PROMOTE YOUR BUSINESS ONLINE

A session to demonstrate B-Enterprising’s website, Hedw Hydn (‘seed hub’ in English). As well as showing you the website and how to create a profile for your business/products, this session will take you through other forms of advertising and promoting your business online.

BEA XP: 5

HOW TO BE AN ENTREPRENEUR

If you’re already considering self-employment or simply want to learn more about the process, this session is discussion, therefore informal sessions primarily aimed at those who already have a business idea and want to develop it further. A key element of the sessions is discussion, therefore you’ll be encouraged to share knowledge and best practice and learn from each other as well as developing commercial awareness and understanding of business plans. We’ll also inform you of the support and resources available from the Welsh Government and the University to help you with your ideas.

BEA XP: 5 per session
(usually 2/3 sessions a week apart)

HOW TO COLLABORATE WITH OTHER STUDENTS

A series of interactive and informal sessions primarily aimed at those who already have a business idea and want to develop it further. A key element of the sessions is discussion, therefore you’ll be encouraged to share knowledge and best practice and learn from each other as well as developing commercial awareness and understanding of business plans. We’ll also inform you of the support and resources available from the Welsh Government and the University to help you with your ideas.

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HOW TO SELL

A fantastic opportunity, primarily aimed at the Student Christmas Market stallholders, to help you brush up on your selling skills before the event. This session will help you find new ways to better promote your products at the market and engage more with the customers attending.

BEA XP: 5

STUDENT CHRISTMAS MARKET

The Market has grown in the number of stalls and visitors every year and you could be part of it. If you want to sell anything from jewellery, cakes and decorations to photos, calendars and Christmas cards – this is the place to do it.

BEA XP: 10

CONSULTANT MASTERCLASSES

A unique series of sessions, that will involve experiential task based learning on a real scenario. Participants will work on a project in small teams. They will develop consultancy skills and a full range of business start-up tools and skills – business idea development, finance, marketing, distribution, supply, organisational development, e-commerce, website development etc.

BEA XP: 5 per session
(usually 2/3 sessions a week apart)

HOW TO FREELANCE

This interactive workshop will explore the benefits of freelancing and how it’s possible for any student to identify skills they’ve gained through their studies and other experiences and turn them into profitable, sellable services.

BEA XP: 5

HOW TO CAPTURE A DRAGON

A session to ‘kick off’ Global Entrepreneurship Week – the afternoon will take you on a journey – starting off with where to start and how to develop your ideas, followed by an interactive workshop on pitching your ideas, and finally pitching an idea as part of a team to a panel of ‘Dragons’. There are prizes for the winning team and a fun informative afternoon for all.

BEA XP: 5

HOW TO PRICE

An informal session to help you work out how to price your product or service and the factors you need to take into consideration.

BEA XP: 5

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HOW TO MAKE THE MOST OF SOCIAL MEDIA

You’ll gain an introduction to social media – what it actually is and how it’s different to other forms of media and information on the different platforms that are available, how to use them (and how not to use them!) and some fun examples of how they’ve been used successfully by other businesses.

BEA XP: 5

ENTERPRISE BY DESIGN

Enterprise by Design is an extra-curricular course, currently involving students from the Schools of Psychology, Business, Electronic Engineering/Computer Science and Product Design. This practical course provides students with experience of design, entrepreneurship, creativity, risk-taking and taking a product from its concept stage through to pitching it to a panel of experts. Further to this it provides an opportunity to gain hands-on experience of marketing, branding, positioning, pricing and selling a product you have developed. Students will also be able to experience a variety of different subjects from different schools, all of which are important within the enterprise process.

BEA XP: 25 with more XP available to winners.
Once students have completed their first year of study we may be able to arrange short, unpaid periods of work experience through the GO Wales Work Taster Programme.

Work Tasters are designed to help students gain valuable experience of working in a particular industry or business sector. They provide an excellent opportunity for students to put their degree knowledge into practice, make informed career choices and enhance their CV.

Students have the opportunity to discuss their work experience options with the GO Wales Work Taster organiser beforehand in order to identify the most suitable experience. Visit www.gowales.co.uk for further information on how to apply for a work taster.

The Bangor Employability Award hosts an internship scheme for undergraduate students during the second semester of each academic year. Approximately 40 opportunities are available to apply for in the University’s academic schools and departments, and the nature of the roles can vary from marketing, web design, or student engagement projects, to research project support, field work or data management. All undergraduate students are invited to apply for an internship towards the end of semester 1, and full support is provided throughout the application and interview processes. Previous experience is not essential, you just need to demonstrate your interest, potential and passion for the role as well as any transferable skills form your extra and co-curricular activities.

Full details about the scheme will be available here: www.bangor.ac.uk/employability/internopps

- 94% of interns from 2013-14 would recommend the scheme to a friend
- 97% of interns from 2013-14 think the internship experience will be useful for their future.

Projects such as GO Wales can offer unpaid opportunities with local companies to help students gain valuable experience of working in a particular industry or business sector. And some opportunities will be available to work with the Careers & Employability Service directly, helping us to provide our services to the student body.

We also work closely with Student Volunteering Bangor (SVB) to promote volunteer opportunities that can be an invaluable way to gain confidence, knowledge and experience whilst donating some time and energy to charities and the local community.

The Careers & Employability Service can provide information, advice and support to students on their options regarding work experience.

Other experiences of work

Visiting www.gowales.co.uk for further information on how to apply for a work taster.
NEGOTIATE YOUR WAY TO SUCCESS!
Negotiation is a key commercial skill and a powerful tool for influencing people and events, for making agreements and for making deals. Skilful negotiation is based on a set of steps and processes. Workshop participants will learn these steps and develop practical skills, through negotiation role plays and exploring themes such as planning and preparing for a negotiation, opening, closing, bargaining and asking questions.

CONFLICT MANAGEMENT
When conflicts occur at the workplace, with friends or at home, we can feel ill prepared and lacking in the ‘know how’ to resolve them. This workshop will give you an opportunity to develop useful conflict management skills to prepare you for your future career and even daily life. This interactive session will explore a range of common conflict situations and how we commonly react to such conflict. It will provide strategies, tools and practical skills to help to solve them.

TEAM-WORKING
Understanding what constitutes teamwork in a professional environment and knowing why teamwork is so highly valued by employers is incredibly important. This workshop will introduce you to the concept of teams, help you identify and recognise team roles, and experience working within a team, to help you adopt strategies for developing and improving your own team skills.

COMMUNICATION SKILLS
Have you ever looked at job descriptions and wondered why almost all of them ask for ‘excellent communication skills’? This workshop will help you uncover what ‘excellent communication skills’ in the workplace actually means, why they are in such demand by employers and why developing them should matter to you now. You’ll get some top tips for developing key skills and explore ways in which employers recruit skills through interviewing techniques, all through interactive activities.

MENTORING AND INSTRUCTION
This hands-on workshop explores how we receive and give instruction; how we process and absorb new information, and how factors such as limited time and resources can affect us. We’ll look at the difference between instruction and mentoring, and the requirements of each.

EMOTIONAL INTELLIGENCE
Although academic studies tend to focus on the objective aspects of life, all human beings are thinking, feeling creatures. Being aware of our own and other people’s feelings and emotional issues is an essential skill in both our personal and professional lives. This workshop, in a light-hearted and safe way, will introduce you to key ideas behind Emotional Intelligence.

CULTURAL AWARENESS
When those we work with may come from anywhere in the world, it’s clear that we need to be aware that they will have different ways of seeing things, and of doing things. But some cultural differences are embedded so deeply into our whole way of living and being that often we are not aware of them. Before improving our wisdom at work, we might first need to ask, what do we, in our culture, mean by ‘wisdom’!? In this participatory workshop we explore such questions and thus raise your awareness of the impact of culture on our working relationships.

WISDOM AT WORK: KNOWING WHO WE ARE
To be happy in your working life, you need a job that suits your personality. So, to choose a career you first need to know who you are or what you have the potential to become. Or perhaps you will find yourself through pursuing a range of job opportunities? But how will you know you’re on the right track?

HOW TO BE REFLECTIVE
This practical session offers guidance on how to engage in Reflective Practice. It introduces Mandalas (drawings in a circle, as utilised by many faith and indigenous groups) as a creative way of enabling a deep reflective state of mind. You’ll be provided with art materials and led in making your own mandalas as an integral part of an RP exercise.

MAKING THE MOST OF LINKEDIN
LinkedIn is a powerful networking and job-searching tool, but are you using it correctly? This workshop will explain the benefits of LinkedIn, how to create a profile that makes you stand out, and how to make the site work for you.

Making Friends with Time
Whether as a student or employee, the ability to ‘Manage’ our time is vital. This experimental workshop provides both practical tips and deeper insights into the nature of time and how we can best work with it.

Dates and times of sessions are regularly updated at:
www.bangor.ac.uk/employability/activityinfo
For enquiries please contact: employability@bangor.ac.uk

BEA: 5XP for all Employability Skills Development workshops
**TEACHING SKILLS WORKSHOP**

This workshop is designed as a basic introduction to effective teaching. Through the modelling of good practice, the facilitator will take the participants through a whistle stop tour of the classroom. Participants will be able to identify the characteristics of effective teachers, as well as understanding the needs of pupils. Issues such as motivation, behaviour management, and different learning styles will also be discussed in greater detail. The aim will be for participants to come away with practical tips to use in their own teaching experiences.

**SUSTAINABILITY**

Have you ever wondered why others are more successful than you? What’s the secret they’re not telling you? Find out how a few easy tips can transform your chances of success.

**ENVIRONMENTAL SUSTAINABILITY**

Understanding the environment is increasingly important for employers. With increasing emphasis on the ‘green agenda’ in all aspects of daily life, employers are seeking graduates with ‘green’ and ‘sustainability’ skills. This workshop will raise awareness and further your knowledge of Sustainable Development.

**SOCIAL SUSTAINABILITY**

Social Sustainability: As the workers of the future, develop an understanding of important ethical and social responsibilities. Corporate Social Responsibility, Business Ethics and Sustainability is of increasing concern to organisations and businesses locally, nationally and internationally. This workshop will broaden your understanding of the importance of Social Sustainability.

**QUALITY MATTERS**

What is meant by Quality and how can it be assured? A common-sense and practical introduction to quality, quality assurance and quality management in the workplace.

**SKILLS PLANNING & MAPPING**

Choose the activities most relevant to your career goals. This exercise is about recognising your own choices when deciding which workshops and other options open. This exercise is about recognising your own skills set, thinking about the skills you have already developed, and how you might want to develop these further or balance out your skills where you see a gap.

**PERSONAL PROFESSIONAL DEVELOPMENT**

Completion of these is required in order to complete the BEA, but they are also useful in their own right should you choose not to follow the scheme specifically. They can be accessed via the BEA Hub in MyBangor.apps.banger.ac.uk/bea

**PRACTICE REASONING TESTS**

Electronic resources are available to guide you through your...

**TYPE DYNAMICS INDICATOR**

Explore your natural strengths and qualities, and discover their value in the workplace. Employers often use psychometric profiling for higher-level recruitment to identify potential and gauge how candidates might fit in a team. The Type Dynamics Indicator is a professional online psychometric test that enables you to gain experience of this type of recruitment method. You’ll receive an extremely comprehensive report detailing your profile – this will help you identify skills you might not have realised you had!

**ENTERPRISE CATALYST**

This questionnaire-style profiling tool will give you the chance to discover if you have the qualities required to run your own business or take on an entrepreneurial or intrapreneurial role. It’s not just entrepreneurs who need enterprising skills. Discovering whether you have ‘entrepreneurial fuel’ will help you if you’re interested in working in an innovative, multi-disciplinary environment.

**SKILLS & QUALITIES ANALYSIS**

In order to begin developing your skills it makes sense to have a ‘starting point’ from which to plan and review your progress. Being aware of the range of attributes that employers value and thinking about how you currently ‘shape up’ will help you to start thinking about how, and which skills you’d like to develop to make yourself more employable.

**PRACTICE REASONING TESTS**

Being asked to complete a controlled test during an interview or recruitment exercise can be extremely unnerving. Taking the opportunity to experience these professional tests in your own time in a no-risk environment will enable you to know what it’s all about, and how you might score! Knowing what reasoning tests look (and feel) like will make you feel more prepared and less nervous if or when you ever come across these in an interview or assessment centre. You will also receive a detailed report on your performance.

**MONEY-WISE**

Money makes the world go round, as the saying goes – but how much do you really know about budgeting, savings, inflation, tax, interest rates and what to expect in terms of your future earnings? This workshop will raise awareness and further your knowledge of Sustainable Development.
CORE REFLECTIONS
This enables you to identify which activities have offered you the opportunity to observe others, learn from mistakes, make decisions, take action and tackle challenges. Completing a Core Reflection requires you to consider and describe a skill you have developed, including what activities/action you took that led to your development, how you personally felt about these actions, how the skill might be valued in the workplace, and finally how you would like to develop further.

EMPLOYABILITY STATEMENT
Preparing an employability statement is excellent practice for demonstrating your knowledge and articulating and evidencing your skills. It also demonstrates a comprehensive understanding and commitment to personal development. The statement will serve as an invaluable source document when completing application forms and preparing for interviews.