

McDonald's Skills & Careers

Activity Booklet

- **What are employers looking for?**
- **Developing your skills**
- **Developing your Young Professional Brand**
- **Job hunting**
- **CV's, cover letters and online applications**
- **Interview preparation**
- **Dealing with rejection**
- **Accepting a job offer**
- **Starting work**



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Young Professional

FREE SKILLS RESOURCES FOR YOUNG PEOPLE. VISIT THE LINK AND SIGN UP TO...

Grow

- Life and work skills
- Careers understanding
- Confidence in how to get ahead in the pathway you choose

Get

- Tips and activities
- Certificate of completion
- A CV boost
- Our weekly skills challenge newsletter

Discover

- Opportunities
- Youth Friendly Employers

youthemployment.org.uk/young-professional-training

CHOOSING A CAREER

You might already know what you want to do, or you might already be in the career of your dreams. But many young people often don't know what careers are out there - or how they would even get to the career of their dreams.

Take these steps to learn more about the careers available to you and how you might get to them.

PS. Even if you are in work or know what you want to do, some of these steps could be really helpful in supporting you to get into that career or boosting your career plans as you find out about promotions and next steps.

1. **Do a free careers quiz.** It won't give you all the answers but gives you a place to start. Try this [**Buzz Quiz**](#).
2. **Write a list of things you want (or don't want)** in your career. Use the sheet on the next page.
3. **Talk to friends and family members.** Learn about their careers and ask them what they think you would be good at.
4. **Take a look at the [**Careers Hub**](#).** Explore each sector. Find out what the sector is, then see if any career roles available appeal to you. Write down the ones you might be interested in.
5. **Do a bit of research on the careers you like.** What qualifications do you need? What sort of skills would be useful? How could you get these skills?
6. **Write down a bit of an action plan.**

MY WORKSHEET

**MY BUZZ QUIZ
ANIMAL WAS**

**MY CAREER
MUST INVOLVE**

**I DON'T WANT MY
CAREER TO BE**

**MY FAMILY / FRIENDS
THINK I WOULD BE
GOOD AT**

**THE CAREERS I'VE LEARNT
ABOUT THAT INTEREST ME
ARE**

**TO READY MYSELF FOR
THE CAREER OF MY
DREAMS, I COULD...**

UNDERSTANDING PATHWAYS

SEARCH FOR A JOB THAT SOUNDS INTERESTING

READ THE INFO TO SEE WHAT DOING THE JOB WOULD BE LIKE

**VISIT THIS CHOICES ZONE AND LEARN MORE ABOUT
THE QUALIFICATIONS OR TRAINING INVOLVED**

**COMPLETE A LIST OF PROS AND CONS FOR
EACH ROUTE ON THE WORKSHEET**

Understanding pathways

MY WORKSHEET

Pathway	What is good about this option (PROS)	What is bad about this option (CONS)
BTEC or vocational courses		
A Levels		
Apprenticeship		
University		
Entry level		

BOOSTING YOUR SKILLS

Employers know that recruiting someone with the right skills is just as important as qualifications. But what are the skills they are looking for, and how can you develop them? Can you even build these skills when you're still in education, working, or looking for work?

Visit the McDonald's [Get Job Ready](#) site for lots of skills information.

Yes, you CAN work on your skills at aged 14, 16, 20... or even when you're older and have been in work for some time.

1. **Use the worksheet** to record your confidence level in the key skills areas employers are looking for.
2. **Then visit Get Job Ready** and take some time to boost your understanding of those skills.
3. **See if you can find 3 things** you can do to boost your skills over the next week.
4. **At the end of the week...** record your confidence level on the worksheet..

You may soon see an improvement, and you can keep coming back to Get Job Ready to explore your skills whenever you like.

BOOSTING YOUR SKILLS

MY WORKSHEET

	Rate this skills (1 = low, 5 = high)	What tips have you learnt?	What will you do to boost your skill level?	Rate this skills (1 = low, 5 = high)
Communication				
Teamwork				
Problem Solving				
Self Belief				
Self Management				

VOLUNTEERING & EXPERIENCE

Another way to boost your skills is to volunteer or find work experience (which could be a part-time job).

Volunteering... is a really fantastic way to boost your skills. Giving back to a community can really grow your confidence, too. PLUS it looks great on a CV! There are lots of volunteering opportunities, from working with children or animals to supporting a local hospital or volunteering with national and international charities.

Work Experience... Whether you go and spend a day, a week or a fortnight at an employer you will gain valuable skills. Not only will you learn the ways of the business world and what different environments are like, you'll also get the chance to put your Young Professional skills into practice.

Part-time work... Do not underestimate the power of a Saturday job, doing customer service or even helping parents in their businesses. All work looks good on a CV and can boost your skills.

ACTIVITY TIP: Use the worksheet to explore what sort of opportunities might be available to you and how you could get started with something.

VOLUNTEERING & WORK EXPERIENCE

MY WORKSHEET

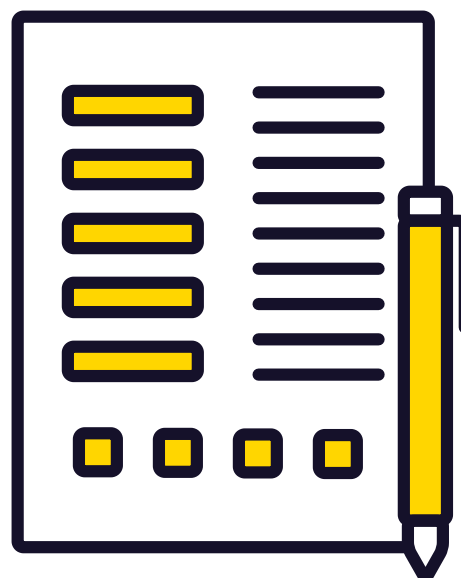
	What might I like to do?	What else could I do?	How could I find an opportunity
Volunteering
Work Experience
Part-time work

EMPLOYERS & WORK

There are lots of different opportunities with McDonald's. We offer a wide range of opportunities including apprenticeships and entry jobs to help you take your next steps in the world of work.

See what it's like to join McDonald's how you can apply for our opportunities through our [Employer Profile](#) on Youth Employment UK.

In order to apply for work you will need to have a CV. A CV is a document that shows what skills and experience you have. You may then also be asked to come to an interview to meet with an employer and talk about your skills in person.



Getting your CV and interview technique right is important.

Some employers might reject people who have not prepared for the application or interview.



Make your own CV tips

Use the worksheet to note down all the tips you think you can use in the future.

EMPLOYERS & WORK

MY WORKSHEET

CV Tips

WHAT IS MOST USEFUL TO ME?

Interview Tips
WHAT IS MOST USEFUL TO ME?

GETTING HELP

Get Job Ready can help you navigate the journey from education to work.

Our site is packed with helpful information. Take a look at these pages on our site for extra information and support:

**WORLD OF
WORK GUIDE**

CV TIPS

**CAREER
CHOICES**

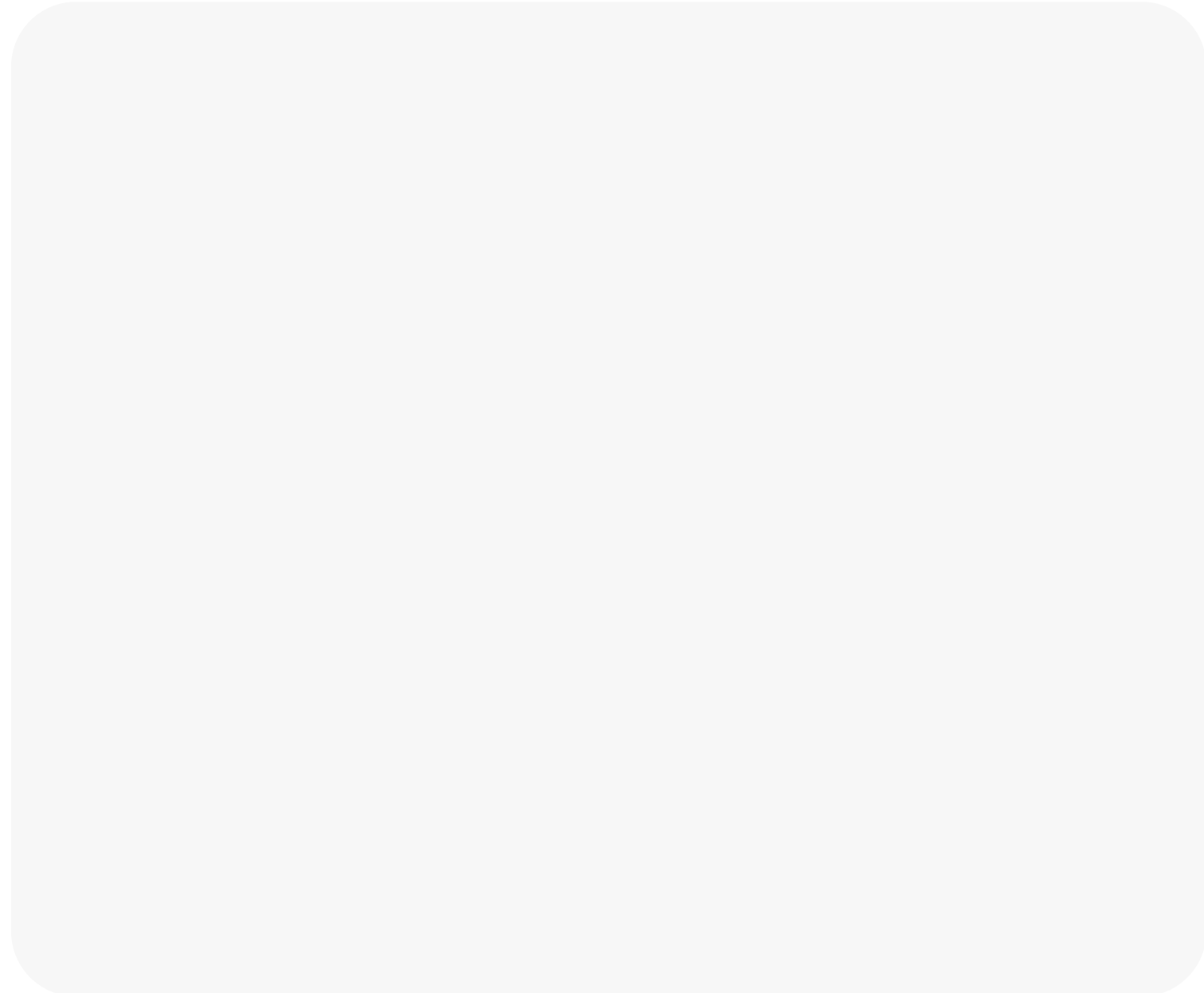
INTERVIEW TIPS

YOUNG ADULTS

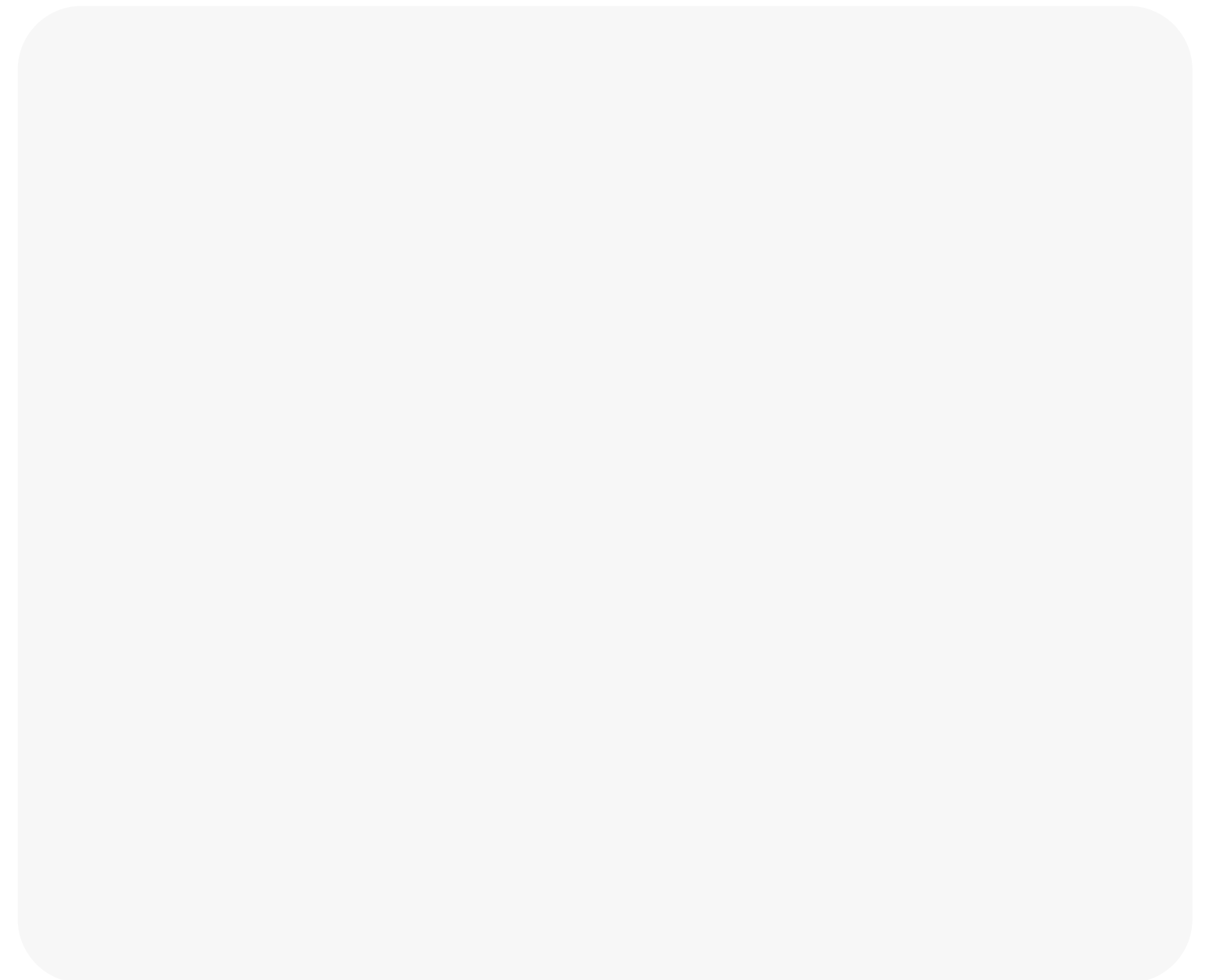
**BUILD YOUR
SKILLS**

YOUR REFLECTIONS

WHAT INFORMATION & EXERCISES HAVE YOU FOUND MOST USEFUL?



REFLECT ON WHAT YOU'VE LEARNED. WHAT NEXT CAREER STEPS DO YOU WANT TO TAKE?



Congratulations.

**You have taken
an important step
to think about
your future.**

