

Sample Workshop Plans

Business-School Collaboration for “ Benchmark 8 – Meaningful Encounters with the World of Work.”

Your document should present a clear and structured approach to planning Career and Life Development (CLD) activities for secondary school students. It flows logically through several key components, making it comprehensive and easy to understand. Here are a few points regarding the flow and clarity of your document:

1. **Introduction:** The purpose of the section is well-defined, outlining the importance of Enterprise Advisors in CLD activities and their role in helping students develop a clear career vision. This introductory statement sets a solid foundation for the subsequent sections.
2. **Activity Planning Checklist:** The division into sub-sections, such as Pre-Activity Goals and Preparations for Stakeholders, helps organize the content effectively. Each main point is clearly stated, making it easier for readers to grasp the key considerations when planning activities.
3. **Guiding Principles:** The use of tables for goals, reasons, and methods is a great way to present information. Each goal is broken down into why it's important and how to achieve it, which aids in understanding and application.
4. **Preparations for Stakeholders:** This section logically follows the goals and principles by detailing what specific stakeholders—including providers, students, and teachers—need to prepare. Each group has a clear purpose, which further enhances the flow.
5. **Clarity and Cohesiveness:** The repetition of key themes—such as understanding student backgrounds and aligning activities with their needs—throughout the document reinforces the critical elements of successful planning.
6. **Overall Structure:** The document maintains a consistent structure with headings and subheadings, making it easy to navigate. Bullet points and lists improve readability and help make the information more digestible.

For further improvement, consider adding brief transitional phrases between sections to enhance the overall flow. This will help guide readers smoothly from one topic to the next. Additionally, including a summary or conclusion at the end could reinforce the main points and provide a strong closing to your document.

Overall, the document is well-organized and effectively communicates its purpose—great work. This resource is designed to support Enterprise Advisers (EAs) in delivering meaningful workshops in schools. The aim is to help students apply subject knowledge, essential skills, and life skills in real-world contexts, while also developing key employability skills—such as communication and teamwork—that are essential in the workplace.

To support Enterprise Advisers in preparing for career development activities aligned with “Benchmark 8: Meaningful Encounters with the World of Work,” the following four principles can guide the design of interactive sessions and help EAs better understand the specific career development goals of each school.

1. Start Early

Concept: Implement a progressive program that expands students’ horizons and equips them with the knowledge, skills, and self-awareness needed to make informed decisions about their future pathways.

Application: Start planning from the moment students enter the school. Introduce career-related learning experiences in a gradual, age-appropriate manner that aligns with their developmental stages and evolving interests. These experiences should build cumulatively over time to help students confidently identify their best next steps.

Use the VASK framework (Values, Attitudes, Skills, and Knowledge) to scaffold skills and knowledge incrementally.

2. Be Inspired by Trends and Success

Concept: Use Labour Market Information (LMI) to identify gaps between workplace resources and classroom learning, and design workshops accordingly.

Application: Incorporate LMI into workshop planning to address specific industry needs and growth areas. Leverage the experiences and insights of employers and alumni to create interactive activities that allow students to explore workplace learning opportunities. Help students connect academic knowledge with real-world applications, enhancing their understanding of career pathways.

3. The Role of Enterprise Advisers

Concept: Strengthen expertise in diverse career pathways and future trends to provide students with the most relevant guidance.

Application: Act as a mentor and partner in students' career exploration and skill development. Guide students to understand industry changes, improve their competitiveness, and expand their career options. Use the VASK framework to help students identify and develop the values, attitudes, skills, and knowledge needed for career success.

4. Directly Challenge Misconceptions and Assumptions

Concept: Address the knowledge gaps and potential misconceptions of all stakeholders to ensure students receive accurate and unbiased career guidance.

Application: Actively identify and challenge assumptions held by students, parents, or other stakeholders.

Facilitate discussions and activities that promote equity and inclusivity in career exploration. Provide students with tools and experiences to broaden their understanding of diverse career possibilities.

Outcome: By applying these principles, schools and Enterprise Advisers (EAs) can collaboratively design impactful, interactive activities that support students' career development. These workshops provide opportunities for students to explore diverse career pathways, build essential employability skills, and make informed decisions about their future.

This approach aligns with **Benchmark 8: Meaningful Encounters with the World of Work** and integrates the **VASK framework** (Values, Attitudes, Skills, and Knowledge), helping ensure that students are well-prepared to meet the challenges and seize the opportunities of the modern workforce.

Tools—Sample Workshop Plans

Below is an editable template that Enterprise Advisers (EAs) can use in collaboration with school teachers to ensure the activity is designed around shared objectives.

Activity Name :
Activity Date :
Activity Time :
Activity Location and Venue :
Activity Contact Person :
Expected Learning Outcomes : These outcomes may include helping students understand the following: <ul style="list-style-type: none">• All career development pathways after graduation include skills and career development education.• Student experiences related to:<ul style="list-style-type: none">• Employment pathways.• Recruitment processes.• Workplace information. <p>The outcomes may also support students in developing specific knowledge and skills or gaining experiences related to employers/workplaces.</p>
Activity Description (Provide a brief overview of the activity and its purpose.) :
Target Audience : <ul style="list-style-type: none">• Group size and student year level• Key background information about the school• Adapting interactions/experiences to suit students' level• Student background and necessary adjustments• Take into consideration their way of communicating, integrating with a broader transition plan to help their future opportunities
Activity Flow : <ul style="list-style-type: none">• Preparatory work or briefing, outline any preparation needed for students, teachers, or parents• Timeline of the activity• Speaking time of the project leaders, the speaker• Student reflection/Q&A Time• Any follow-up activities or resources• Any evaluation of the feedback process
Equipment Support : <ul style="list-style-type: none">• Equipment needed