

Your future...

EMPLOYABILITY, ENTERPRISE AND CAREERS ACTIVITIES IN THE MANAGEMENT SCHOOL 2007/08



...your choice?



You may have just started in the Management School or be returning to complete your second or final year of study but whatever your circumstances there are lots of opportunities available to you to ensure you will be able to make informed decisions about your future and become equipped to succeed in a highly competitive graduate labour market.

The activities in this brochure have been designed specifically for Management School students. They are all interactive, fun and informative and more importantly about YOUR future development. They will complement the subject specific knowledge you will gain from your main programme of study and help you further develop your skills in reflective thinking, self awareness, career planning, problem solving, creativity, team working, commercial awareness and communication – all skills highly prized by graduate employers.

The activities are all free of charge with absolutely no assessments! They are easy to book on to – just choose the ones that interest you, go to <http://www.careers.lancs.ac.uk/lumsceec> and make the first steps to a bright future.

Workshops

Book your place at www.careers.lancs.ac.uk/lumsceec and make the first steps to a bright future

Me PLC

An interactive workshop designed to help you identify your strengths and minimise your weaknesses. The focus is on self-analysis and formulating a plan to build skills and knowledge that are specifically important to YOU. You'll find out what skills graduate employers are looking for and make sure you make the most of your time in the Management School to develop those skills that will lead to future success.

Duration: 2 hour sessions
Time: 2-4pm
Dates: 22/11/07 or 06/02/08 or 23/04/08
For: 1st year undergraduates

Plan Your Career

This workshop enables you to explore the vast range of careers open to management school students, what different employers can offer and how you can become an effective manager of your future career. You will learn about the graduate labour market, the skills you need to succeed in work and how to perform more effectively at each stage of the recruitment process.

Duration: 3 x 2 hour sessions
Dates: (choose either):
Course 1 10-12noon on 06/11/07 and 13/11/07 and 20/11/07
Course 2 3-5pm on 24/01/08 and 31/01/08 and 07/02/08
Course 3 3-5pm on 22/04/08 and 29/04/08 and 06/05/08
For: 2nd year undergraduates

Get that Job!

This intensive two session course covers every aspect of the recruitment process from completing a winning curriculum vitae, application form and how to deal with psychometric tests and perform well in an assessment centre.

Duration: 2 x 4 hour sessions
Time: 1-5pm
Dates: (choose either):
Course 1: 16/10/07 and 23/10/07
Course 2: 14/11/07 and 21/11/07
Course 3: 05/12/07 and 12/12/07
Course 4: 23/01/08 and 30/01/08
For: Final year undergraduates

CVs, Application Forms and Covering Letters – All you need to know!

Top tips on how to complete winning CVs, application forms and covering letters. Learn what employers are looking for and how to improve your prospects of proceeding to the next stage in the selection process.

Duration: 2 hours
Time: 3-5pm
Dates: (choose either)
20/11/07 or 06/12/07 or 23/01/08 or 13/02/08
For: All students

How to Succeed at Interviews

This workshop explores what makes a 'good' interview, examines what employers are looking for and how to demonstrate that you have the appropriate skills. There will be opportunity to practice a mock interview in a safe environment and learn techniques to help you succeed.

Duration: 1 hour session
Time: 10-11am or 3-4pm
Dates: (choose either)
10/12/07 or 12/02/08
For: All students

“Employability is...Being able to succeed in a highly competitive graduate labour market”

Assessment Centres – What to Expect

Assessment Centres are increasingly being used by graduate employers as part of the recruitment process. Get one step ahead of other applicants by attending this workshop and finding out what's involved and how to succeed.

Duration: 3 hour sessions
Time: 1-4pm
Dates: 15/11/07 or 13/02/08
For: All students

Myers-Briggs Personality Type Indicator (MBTI)

MBTI is a tool designed to help you understand your personal preferences. This information will enhance your understanding of yourself, your motivations, your natural strengths and your potential areas for growth. Really helpful with career planning MBTI is used to highlight what kinds of work you might enjoy and be successful at doing.

Duration: 2 x 1 hour sessions
Time: 4-5pm
Dates: (choose either)
Course 1 17/01/08 and 24/01/08
Course 2 04/03/08 and 11/03/08
For: All students

Working in the UK – A session for International Students

This informative session is specifically designed for International students to bring you up to date regarding the current legislation about working in the UK. This session will be facilitated by Dearson Winyard a specialist company offering advice and guidance on the international rules and regulations relating to UK work permit and visas.

Duration: 2 hour session
Time: 12noon-2pm
Date: 08/11/07
For: International students

Certificate for Enterprise and Commercial Awareness

Employers often comment that graduates lack commercial awareness and entrepreneurial skills. This award-winning course is designed to help you learn how to start your own business or develop the entrepreneurial skills that employers are looking for. Delivered with a hands-on approach these sessions will raise your awareness of entrepreneurship, business planning, personal effectiveness, leadership & influencing people, continuing professional development, creativity, innovation, marketing a business, business finance, consultancy, IPR and contract law.

Duration: 2 x 4 hour sessions
Time: 1-5pm
Dates: 07/11/07 and 14/11/07
For: All students

This course will be repeated in the Lent and Summer Terms. Please see www.lums.lancs.ac.uk/careers for dates

Professional and Career Development for Postgraduates

These sessions have been specifically designed for postgraduate students. You will explore the postgraduate labour market, learn what employers are looking for and further develop valuable skills in team working, problem solving, commercial awareness and networking. You will receive expert advice on preparing professional CVs, application forms and how to succeed in the recruitment process. There will be the opportunity to find out about assessment centres and psychometric testing.

Duration: 2 x 3 hour sessions
Time: 2-5pm
Dates: (choose either)
Course 1 08/11/07 and 15/11/07
Course 2 05/03/08 and 12/03/08
Course 3 15/05/08 and 19/05/08
For: Postgraduate students

“The ‘Get that job!’ workshop made me more aware of the application process and assessment day and helped to prepare me for the recruitment process” **Joanna Rogers, Advertising & Marketing, 2007**

Joanna now works as a Graduate Account Executive with Leo Burnett; the 8th largest communications organisation in the world.

Employer Visits

Open to all year groups - Book your place and find out about additional Employer Visits at www.careers.lancs.ac.uk/lumsceec

An Introduction to Management Consultancy

Have you ever wondered what it would be like to be a Management Consultant? These interactive sessions facilitated by Accenture and Deloitte will answer all the questions you thought may have been too silly to ask – How demanding is the lifestyle? Where will you be working? Who are the clients? What will you do?

Duration: 2 hour session
Time: 1-3pm
Dates: 17/10/07 and 21/11/07

Careers in Professional Services

In this interactive session Pricewaterhouse Coopers, one of the world's largest professional services organisations will explain what they do, which clients they work with and the opportunities for you to find out more through 2 day taster programmes, placements, summer internships and graduate jobs.

Duration: 2 hour session
Time: 1-3pm
Dates: 22/10/07 and 19/02/08

Careers in Finance

Finance is a very popular career choice. It's well paid and as a major British industry it offers plenty of opportunities. This interactive session will explore the many areas you can work in including auditing, business advice, tax and corporate finance and opportunities for career progression and personal and professional development.

Duration: 2 hour session
Time: 2-4pm
Dates: 18/10/07 and 12/11/07

Getting a job in the City

What happens in The City? What opportunities are there? What can you do to become a credible applicant? This session is led by Richard Smith who formed Haskett Smith Consultancy in 2000 after 23 years at Chase Manhattan where for the last 10 years he was Head of Northern Europe Corporate Finance, responsible for origination of capital markets deals both in the US & Europe, M&A and loan syndications.

Duration: 2 hour session
Time: 1-3pm
Dates: 07/11/07

Finding a Summer Internship

Find out about the range of opportunities to gain work experience during the 2008 summer vacation. You'll develop the valuable transferable skills employers seek, learn about the career options open to you, meet lots of new people and even have the opportunity to earn some money!

Duration: 2 hour session
Time: 10am-12noon or 2-4pm
Dates: 07/11/06



Working for a Global Organisation

Have you ever wondered what it is like working within an international organisation? This session facilitated by BT will answer all your questions and include valuable hints and tips on what organisations with a global reach look for in prospective graduates as well as some advice on how to apply for graduate jobs.

Duration: 1 hour session
Time: 3-4pm
Dates: 28/01/08

Opportunities in Retail

The retail sector in the UK continues to grow and offer more opportunities for graduates. This informative session outlines the many opportunities for graduate careers including retail management and buying.

Duration: 1 hour session
Time: 3-4pm
Date: 14/11/07

Careers in Marketing

Marketing encompasses many different functions and job roles, including market research, brand management, marketing communications and public relations. During this session representatives from leading companies will describe what it's like to work in marketing and how you can improve your chances of success in this very popular career choice.

Duration: 1 hour
Time: 2-3pm
Dates: 07/12/07

"The help and support I received from LUMSCEEC was fantastic. They looked over my application form and gave me tips and advice before I attended each stage of the recruitment process. I attended 'An Introduction to Management Consultancy' which was really useful in preparing me for my 1st interview and the 'Get that Job!' course which covered all aspects of the recruitment process."

**Rebecca Sharkey,
BBA Management 2007**

Becky now works as a Strategy Analyst with Accenture in London

"The careers service provided in the Management School is highly recommended. The excellent help and advice on my CV, covering letters, job applications and interviews made a huge difference and was a fantastic resource."

**Mark Rowland,
ITMOC 2007**

Mark now works as a Project Manager for Cambridge County Council implementing a high-profile council-wide Performance Management system

" Make the most of your time in the Management School. "

Events

Book your place at www.careers.lancs.ac.uk/lumsceec and make the first steps to a bright future

Meet Your Dream Employer!

Not quite speed dating but every bit as fun! A chance to put your questions 1-1 to representatives from a wide range of employers including Accenture, Deloitte, Ernst & Young, General Electric, Fujitsu, IBM, and JP Morgan. There will also be a buffet, quiz and lots of opportunity for networking.

Sign up sheets will be available outside the undergraduate office.

Duration: 2 hours
Time: 6-8pm
Date: 30/10/06
For: Final year students

Career Opportunities Fair – Great Hall

Whether you are looking for work experience, full-time graduate vacancies, postgraduate and further study, or merely interested in finding out more about career prospects in general, attending the fair will help you to increase your awareness about career opportunities. Over 80 organisations attend each year – make sure you don't miss out!

For further information
<http://careersfair.lancs.ac.uk/>

Time: Drop in anytime between 11-4.30pm
Date: 31/10/07
For: All students

Meet the Employer Event – LUMS Hub Café

Come along to this event and meet graduate employers from a wide range of organisations who have been invited as they offer great opportunities for Management School students. Receive valuable feedback and advice about how to succeed in the recruitment process.

Book your place at
www.careers.lancs.ac.uk/lumsceec

Time: Drop in anytime between 3-6pm
Date: 05/02/08
For: All Students

LIMITED PLACES AVAILABLE...BOOK EARLY

Finance, Business and Consultancy Fair - GMEX, Manchester. Visit to Pricewaterhouse Coopers or Deloitte in Manchester

We will be providing a free coach to this national fair for graduate careers and student work experience for those interested in a career in finance, business or management consultancy. All exhibitors have graduate vacancies for autumn 2008, some have work experience opportunities and some have jobs with immediate starts. A diverse range of companies are represented with hundreds of vacancies and they want to target you.

Whilst in Manchester there will also be an opportunity to visit PWC or Deloitte.

Date: 24/10/08
Time: 10.30am-4pm
Venue: G-MEX Centre, Manchester
Coach will leave from Management School main entrance at 9.00am and return to the Management School for 6pm

Where can I get Help?

"I read books and borrowed DVD's from the Resources Room. I also got lots of help preparing for interviews." **Manu Swarup, BBA Management, 2007**

Manu now works with Investment Bank, Goldman Sachs

EMPLOYABILITY AND CAREERS RESOURCES ROOM

The Management School Employability, Enterprise and Careers Resources Room located in A23 (opposite the undergraduate study area) has lots of information about careers for management school students, vacancy lists, opportunities for work experience, PCs in quiet areas for you to complete psychometric tests and application forms. Drop in any time and use the facilities.

Employability Advice Clinic

Tuesday 10-12noon & Fridays 1-3pm

Come along for help with your CV, covering letter, application form, psychometric testing, interview skills etc.



CENTRE FOR EMPLOYABILITY ENTERPRISE AND CAREERS

The university main Careers Service is located on Alexander Square and offers lots of help to all students from as soon as you arrive on campus to after you graduate. The CEEC Learner Resource Centre has files on hundreds of career occupations and work sectors with booklets and vacancy directories freely available to take away.

1-1 Careers Advice

Book an appointment to see a careers counsellor any day of the week by ringing Pam on 92767.



Other useful Careers Resources



Career Talk

Career Talk is an online database of Lancaster graduates now working in lots of different organisations and job roles. It contains their career profile and a discussion area for you to ask further questions direct to the graduates.

This network is an excellent way for you to get the inside story on a range of careers and occupations you may be interested in. Just go to <http://careertalk.lancs.ac.uk>



CEEC 4 Jobs

Using this on-line database you can search for graduate vacancies, work experience, placements, vacation work and part time jobs during term time. Enter your interests and you will be informed when we receive suitable vacancies.

Register now at www.jobs.lancs.ac.uk



The Tourism Centre

This is an opportunity to get paid whilst you gain real business consultancy experience, working with firms in the North West's tourism, leisure, cultural and creative industries. You will be supported by experienced staff, undertake valuable work experience and earn a fee.

For further details
www.thetourismcentre.lancs.ac.uk

Practice Psychometric Testing on-line

Many employers include psychometric testing as part of their recruitment process and we have teamed up with Profiling for Success to enable you to gain practice of the common tests on-line. You'll receive the results direct to your email.

For further details
www.lums.lancs.ac.uk/psychometrics

Going Global

Searching for jobs as far away as China, India, Australia or USA or nearer in the UK or Europe...Going Global is a useful resource which allows Management School Students to:

- Search job or internship vacancies in any country in the world
- Clarify work permit and visa issues
- Find out how to write an effective CV

For further details
www.lums.lancs.ac.uk/goingglobal

“ Employability is...knowing who you are and what you want to achieve ”

Student Clubs and Societies

A great way to develop the transferable skills graduate employers are looking for is to join a student club or society. Find out about the huge choice available at <http://my.lusu.co.uk/societies>. Below are some that may particularly interest Management School Students.

Management School Students Association

Whatever you are studying in the Management School this society is for you. There are lots of activities and events planned for the coming terms and it's a great way to meet other students.

For further details <http://www.lumssa.co.uk>

Economics Society

With currently over 200 members ranging from first year undergraduates to PhD students the Economics Society arranges lots of activities from employer talks to socials. In February 2008 it will host its first conference attracting many key figures from Economics.

For further details <http://www.lues.co.uk>

International Investment Society

If you are interested in business and international financial markets then you'll be able to meet lots of like minded people in the International Investment Society. The society arranges lots of activities from trading games to employer visits.

For further details <http://www.luiis.co.uk/>

Students in Free Enterprise (SIFE)

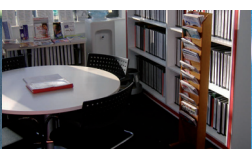
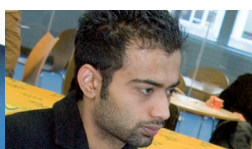
 Join this award winning student team and you'll gain real business experience, make a valuable contribution to society and the community and meet like minded students from other top UK and international universities.

For further details
<http://www.sifelancaster.co.uk/>

Young Entrepreneurs Society

If you are interested in entrepreneurship or may be even running your own business as you study the Young Entrepreneurs society can provide lots of useful activities, events and networking opportunities.

For further details <http://www.luyes.org.uk/>



Accenture, Aldi, Procter & Gamble, Lloyds TSB, McDonald Butler, Leo Burnett, Goldman Sachs, BT, Network Rail, Rolls Royce, PwC, Deloitte, BNP Paribus, Cadbury Schweppes, Fujitsu, KPMG, Ernst & Young, Bank of America, Siemens AG, Tesco, Morgan Stanley, BAE, Marks & Spencers, McKinsey & Company...

...just a few of the organisations recruiting LUMS students in 2007

For further information: www.lums.lancs.ac.uk/careers