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Dramatic Changes

Student Manual –

Handouts for Learners

(Lessons 1-6)





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Lesson 1 – Thinking About Jobs

My skills

Collect your skills in whatever areas, such as skiing, cooking, etc., including profession-specific ones:

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Ideal Job

Write down: My name is _____ and my ideal job is _____, or my ideal jobs are _____.

Think through:

Is further education required to achieve your goal?

Plan and Identify your target.

Will your target job fulfil your objective? Or will it be a stepping stone to achieving your objective?

Will your target further education course eventually lead to your objective and ideal job?

If there is a gap between your skills and your target then flag that up in your mind.

Pebble

Draw a big pebble on a piece of paper. Write into the pebble all those requirements which are “drawn in stones” for you, (ie which are absolute and non-changeable) relating to a new job, such as

no work in dark room without natural light

no work with animals

I want to work with people

etc.

Keep it with you when you are looking for a job.



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Finding the right job

Think over, why is this job or this further education opportunity the right one for you.

Based on your criteria, (your requirements) think aloud about any other opportunities which could also be pursued.

When you are looking for a job, or a course, you can look for and apply for more than one at a time. Why not have a back-up plan and have several options. What is your back-up plan?

Example: I am looking for a nursing course which has a strong emphasis in paediatrics (children's health) or oncology (cancer care)

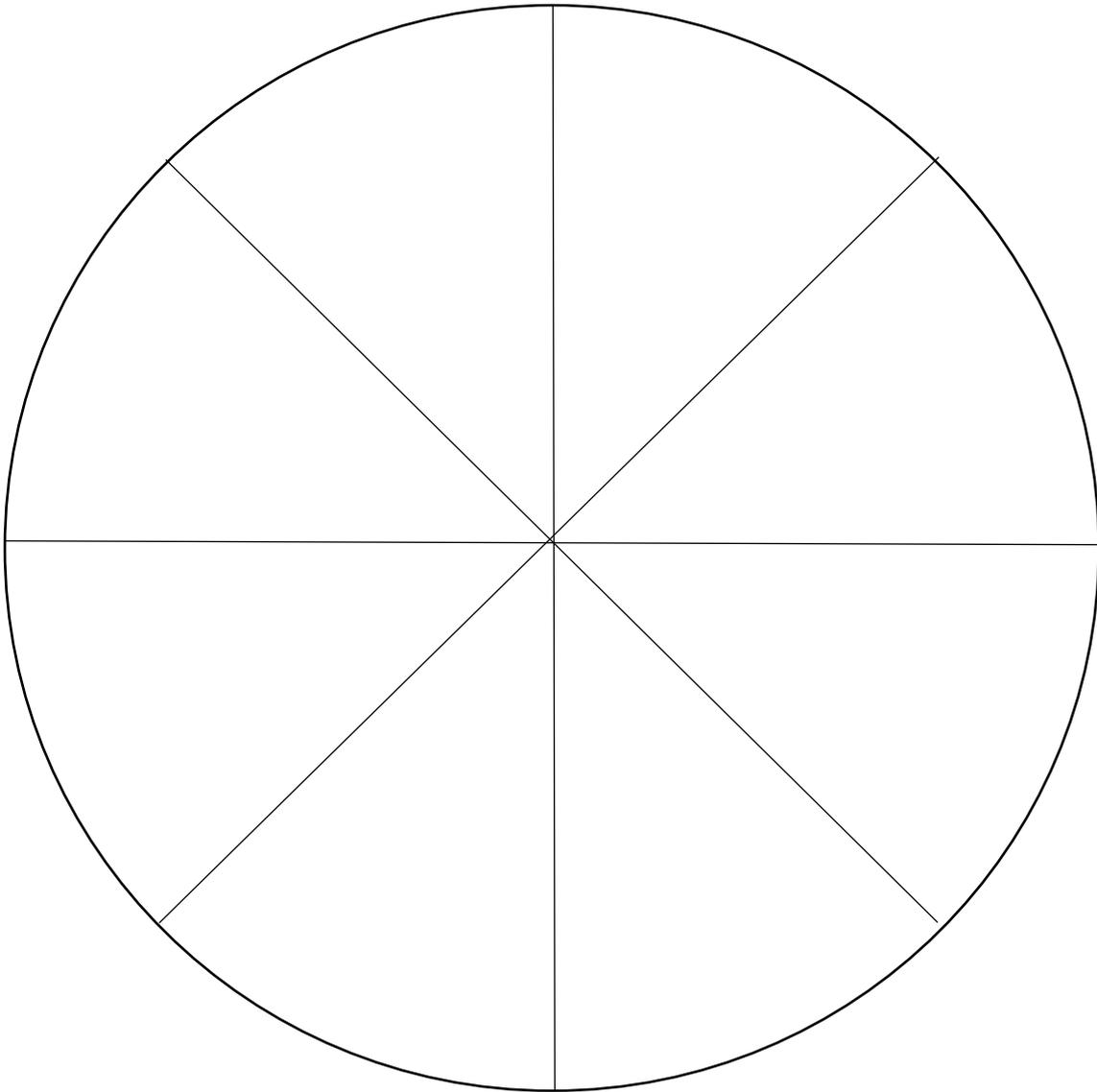
- How do I find this information?
- Where do I look?
- Who can I ask?
- Where can I do this research?



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JOB SATISFACTION CIRCLE





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Lesson 2 – The Confidence To Find A Job

The Person You Would Want To Employ

Imagine you are the manager of a company – what are the qualities and characteristics of a candidate you would want to employ for your company?

Write a list of the things that you would want from your employees for your company.:

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Job Description

Look very carefully at the Job Description.

Take every point in the Job Description one at a time and make sure your skills fit each point.

Next to each point write down how you meet the requirement using your experiences.

What Employers Are Looking For

Write down what you think employers mean by the following:

- Hardworking and ambitious.
- The ability to manage & motivate a small team.
- Determination to succeed.
- Excellent communication and customer care skills (face-to-face and via the telephone).
- *The ability to build and sustain professional relationships.
- A great team player.
- High standards of organisation and presentation



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Covering Letters

Look at the example of a covering letter. This is a bad covering letter – list the things that are wrong or inappropriate:

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A covering letter should follow this format:

Your address

Their address

Your salutation: Dear Mr/Mrs/Miss/Ms...

Body of letter. The reasons you would like to apply for the job.

Any attachments?

Signing off.

Using this format draft a covering letter.



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Lesson 3 – Job Interviews – How Can Drama Techniques Help?

Interview Acceptance

Imagine you have received an email from an employer asking you to attend an interview.

Write an email replying to the interview offer.

- Which important things do you need to mention in your email?

Research Before The Interview

Who are you meeting? What is the company and what does it do? Have they written anything on the internet? Find out as much as you can about them and the company you are applying to work for.

How would do you do that?

Research (insert company name) and write a list of key facts that it would be useful to know and perhaps mention at your interview.

Positive Answers

Write down a positive response to the following interview questions:

- Are you hardworking and ambitious?
- Do you have the ability to manage and motivate a small team?
- Do you have good communication and customer care skills?
- Are you a good team player?



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Negative Answers

Now, let's do the opposite - write down a negative response to the same interview questions.

What shouldn't you say?

- Are you hardworking and ambitious?
- Do you have the ability to manage and motivate a small team?
- Do you have good communication and customer care skills?
- Are you a good team player?



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Lesson 4 – Job Interviews – Things To Do And Ways To Succeed

Questions

It's important to think about the type of questions you may be asked while preparing for an interview. The list below shows examples of questions. Write a detailed answer next to each.

- Do you feel you are a hardworker?
- Do you like leading a team?
- Do you like challenges?
- Why do you think communication skills are important in this job?
- Do you like working with customers and contractors?
- Do you like playing on a team as well as leading a team?
- What do you know about this field of work?

Dressing The Part

What do you think you should wear to the interview?

What shouldn't you wear?

Interview Body Language

Write down a list of what you think is the correct body language to use during an interview.

Write down a list of what you think is the incorrect body language to use during an interview.



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Interview Nerves

Everyone gets nervous before an interview.

Write down a list of things you could use to help you stay calm and focused.



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Lesson 5 – The Interview

What Do You Need To Say?

It's important to make sure you say the right things to impress the interviewer.

Before the interview you should have a list of things prepared that you want to say about yourself.

Draw around your hands on a piece of paper and on each finger write down a point that you want to make about yourself.

In The Interview

- How should you sit in an interview?
- If there is more than one interviewer, who should you look at?
- What is the general attitude of the interviewer likely to be towards you?
- What should your attitude be towards your interviewer?

Keep to the path of I'M A GREAT PERSON FOR THIS JOB. Don't let any question or comments move you off this path and this direction.

Interview Behaviour

Learning to mirror the Interviewer

As much as you feel comfortable with this, mirror the style and attitude of your interviewer. If your interviewer is very jolly, then you could also be a bit jolly and friendly back. If your interviewer is very serious, then you might want to be a bit more serious too. They are interviewing you on a number of levels, one is your skill set of course, but they are also looking at you as a person.

They are asking themselves if you would fit into your their team.



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Think about it, if they are a very jolly team and you come along for an interview and you are very serious, never smile, never reflect back at least some of their jolly attitude, they may think to themselves that you won't fit into their department.

Similarly, if they are very serious and your attitude contrasts sharply with theirs and you are very jolly and even make jokes and they don't smile back, then they might think you won't fit into their team either.

Adapt. Follow the interviewer's lead. Adapt.

As we planned in an earlier lesson, you can predict the kind of questions, have your answers ready based on the JD. Practice saying aloud those answers in a very flexible way. Flexibility is the key. But you don't want to sound fake or like a robot!

Very important: BE YOURSELF.

The End Of The Interview

You may be asked if you have any questions. Should you ask questions? What kind of questions do you think you might ask? Think carefully about this. Is there something you are curious about in this job or this company? Have you looked at their website and seen something interesting you want to know more about?

Write two or three questions you could ask the interviewer.



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Lesson 6 – Putting Everything You’ve Learned Into Practice

Mock Interviews

In this lesson you will have a mock interview.

Try to use everything you’ve learned from the course.

Remember what we’ve been through:

- Preparation - Every participant explains what they have done to prepare for this interview.
- Being on time
- Looking the part
- Walking into Reception
- Making yourself comfortable before your interview
- Shaking hands
- Getting seated
- Eye contact
- Answering questions
- Be a striker not a goalkeeper – make the points you want to
- Mirroring the interviewer’s style
- What to say and what not to say
- Good body language
- Knowing when the interview is coming to an end
- Making a graceful exit
- Being very nice to everyone you come in contact with

Evaluation

Write a letter to yourself listing what they have learned from the course. This is a form of evaluation and will hopefully reinforce the lessons you have learned.