



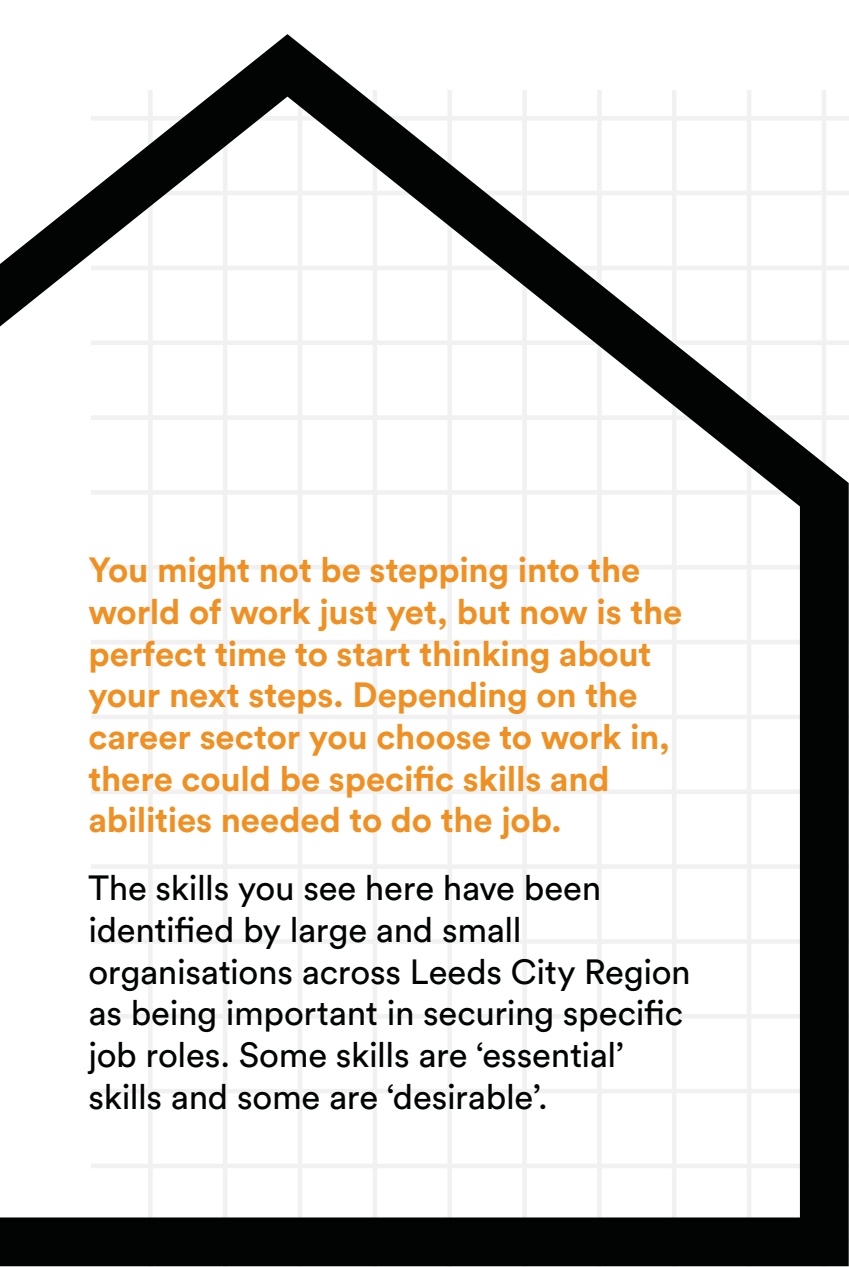
# FUTUREGOALS

## Remote

A project led by the:



**Leeds City Region  
Enterprise  
Partnership**



**You might not be stepping into the world of work just yet, but now is the perfect time to start thinking about your next steps. Depending on the career sector you choose to work in, there could be specific skills and abilities needed to do the job.**

The skills you see here have been identified by large and small organisations across Leeds City Region as being important in securing specific job roles. Some skills are 'essential' skills and some are 'desirable'.

### Verbal communication

More than just talking. This skill helps you to deliver messages effectively and clearly explain instructions to others.

### Decision and problem-solving

Many companies rely on their employees to identify and solve problems that improve the service or impress a customer.

### Listening

This skill improves workplace relationships by getting the most out of a conversation and resolving conflict.

### Organisation

Most companies require their employees to use good organisational skills to be more productive in their job.

### Planning

Having this skill allows you to develop plans to achieve your goals and the goals of the company or organisation.

### Time management

Being able to work efficiently and get everything done is incredibly important in the workplace. Saving time can sometimes mean saving money.

### Creativity

This skill isn't just for the creative sector. Every organisation needs problem solvers and imaginative minds.

### Building relationships

Creating positive relationships between employees and customers benefits everyone by building trust.

### Written communication

Sending emails, writing reports or briefs. The ability to communicate your point clearly in writing is really important.

### Research

Understanding a topic, providing information or analysing data can help with problem solving within an organisation.

# Challenge 2:

## Create it!

*JOINING THE DOTS*

It can be hard to work out what you want your future career to be. This challenge will help you discover how your interests, values and skills can help you achieve your goals.

You will need to identify, reflect and develop your personal skills, while spending time researching a range of career sectors.

By the end of this challenge you will have a better understanding of your future ambitions and a plan to help you achieve them.

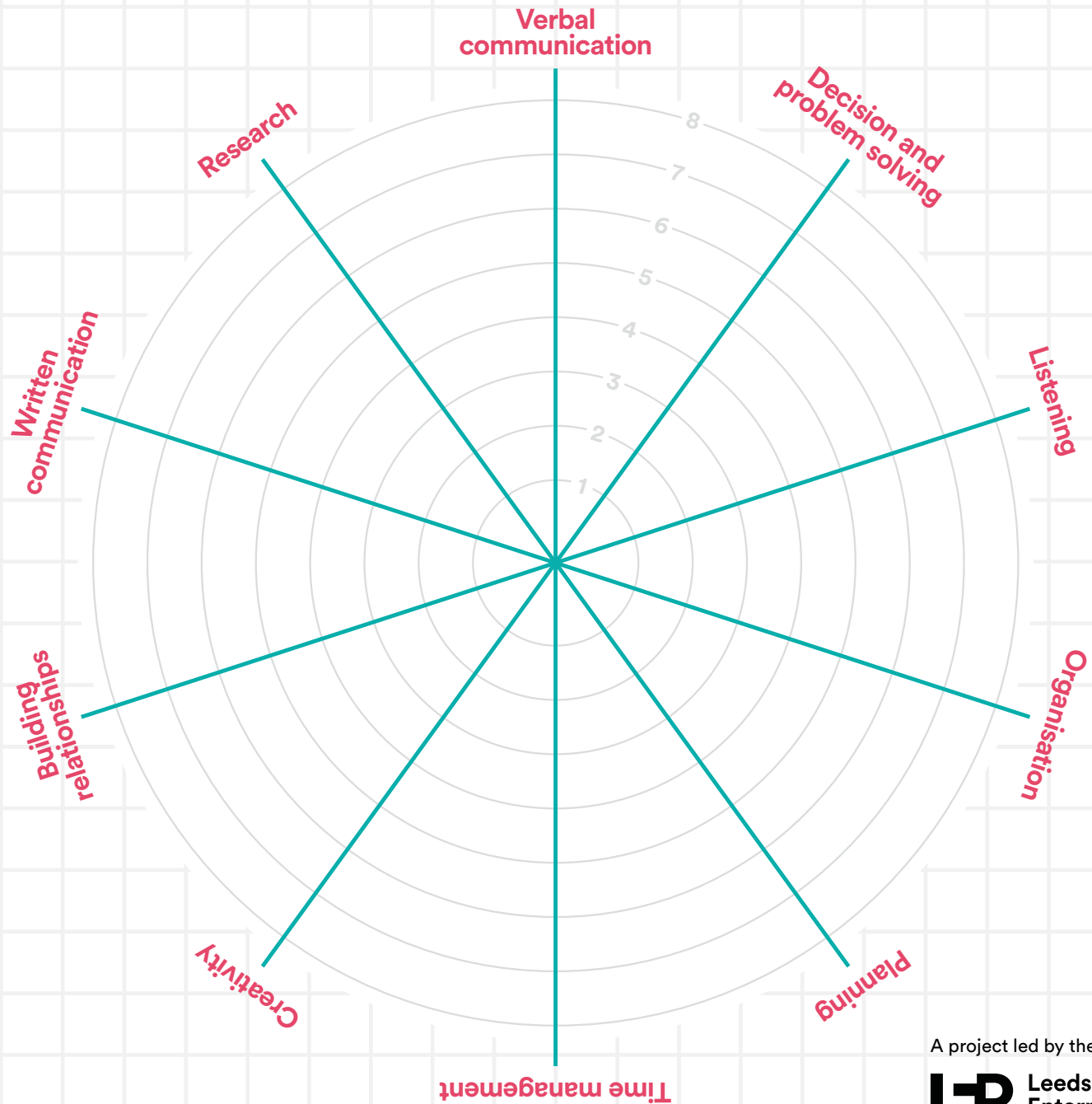
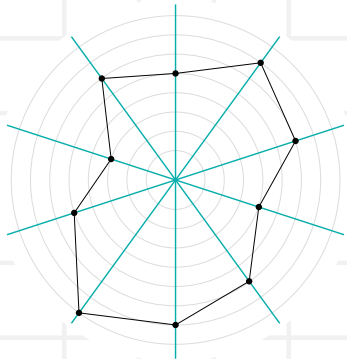
# Skills map

It's time to evaluate your own skillset.

Each skill has a score of 1-8, simply place a 'dot' on the skills line where you see yourself. If you have a printed copy, you can join up the points on your map.

You will now be able to see which skills you are the strongest in and which skills require more attention.

If you are stuck, try out this quiz:  
[icould.com/buzz-quiz](https://icould.com/buzz-quiz)



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# Interests and values

Understanding how your interests and values can help to shape your future career is really useful. If you can find a career that you are passionate about, then you will be certain to take satisfaction and enjoyment from your daily work.

1. Spend a few minutes on each question, try to write down the first thing that comes to mind.
2. Once you have answered each question, reflect on your answers and see if you can spot any similarities.

## Education

Which subjects do you enjoy the most?

Which subjects are you good at?

Which subjects do you find the hardest?

## Spare time/social

How do you keep in touch with your friends in your spare time?

What do you spend most of your spare time doing?

If you could learn something new or try out a new hobby what would it be?

## Values & priorities

What things are important to you?

What does success look like to you?

What do you wish you could change in the world right now?

# Stop, think and reflect

Enjoying what you do for a career is incredibly important, it can be a real motivator! Take a step back and look at the answers you gave on the previous page; your responses can tell you a lot about what your future career might look like.

Try to understand your hopes, dreams, likes and dislikes. Reflect on what inspires, moves and drives you. What did the following areas say about you?

- What subjects do you like to study? If you are consistently drawn to a certain subject, that shows a strong interest in that area.
- How do you spend your spare time? Sometimes a hobby can be turned into a career.

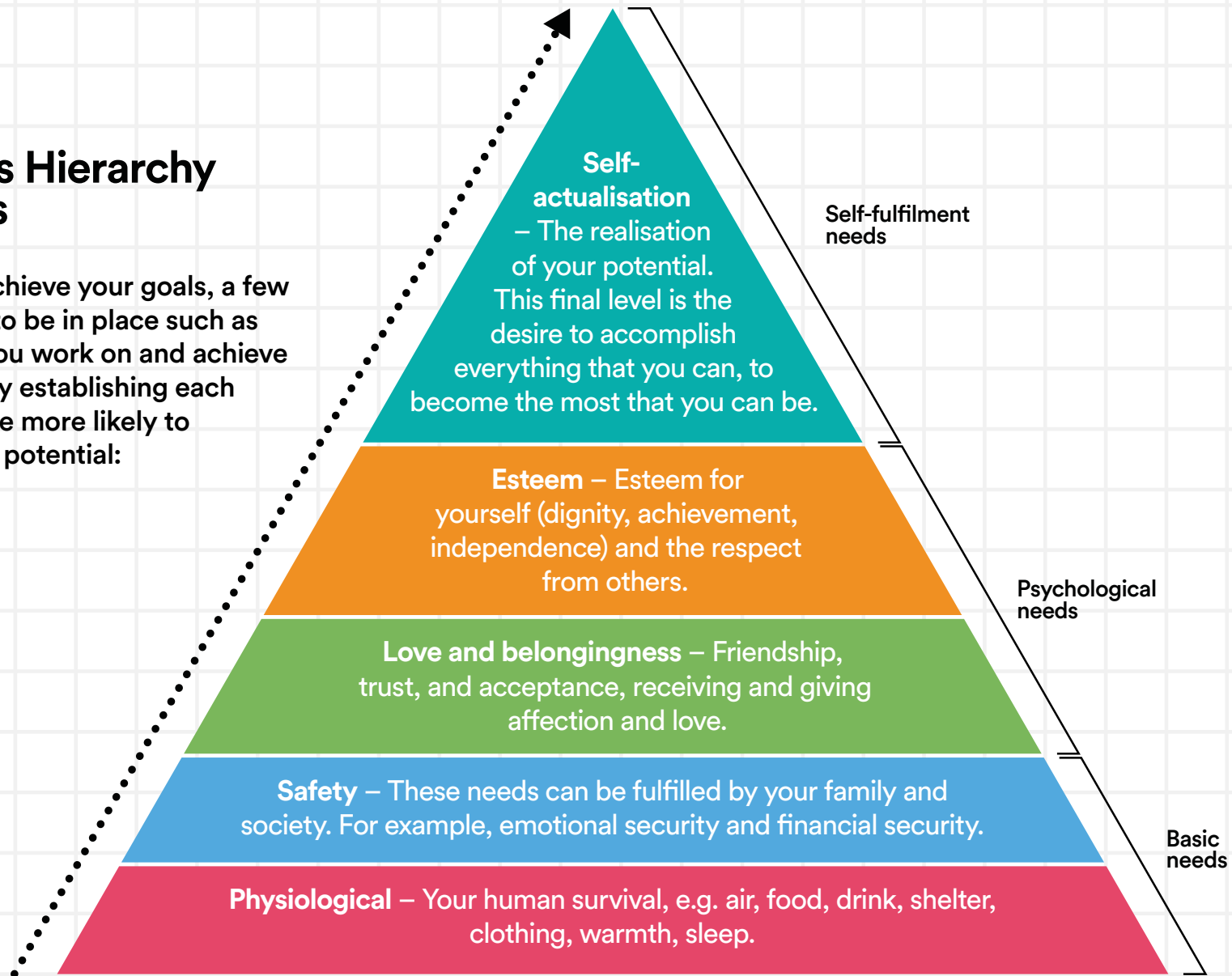
## Did you spot any patterns in your answers?

Avoid saying yes or no. Think about your own life and try to give actual examples:

- If a subject challenges you, does that mean you like or dislike it?
- If working in the classroom all day makes you feel claustrophobic, where would you prefer to work?
- Do your social activities suggest that you like meeting new people, or would you rather spend time with a small group of familiar faces?
- Do you become interested when someone says, 'let's get creative' or when you hear, 'let's solve this equation'?
- Is your day all about fresh air and movement, or do you live for the perfect computer workstation?
- Do your daily activities show that you can motivate a group to perform, even when circumstances are less than perfect?
- Do any of your subjects or interests show that you like to find every little mistake and make it better?

# Maslow's Hierarchy of Needs

In order to achieve your goals, a few things need to be in place such as things that you work on and achieve day to day. By establishing each stage, you are more likely to achieve your potential:



# Opportunities

We're not saying that you should already know what your future career will be, but by reflecting on your interests and values you'll be one step closer to understanding what your future might look like.

1

Using the following websites or the printed FutureGoals booklet, browse various career sectors and job profiles and decide on three job roles that interest you.

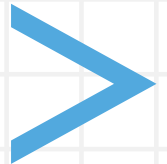
[futuregoals.co.uk/careerstarters](https://futuregoals.co.uk/careerstarters)  
[nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk)

2

From your research, make a list of the top three skills needed for each job role.

3

Finally, take a look back at your 'skills map' and add your skill rating to each of the listed skills\*.



## Struggling for inspiration?

The most in-demand job roles in the Leeds City Region fall under the following career sectors:

- Health and Social Care
- Construction
- Engineering and Manufacturing
- Digital
- Creative

Within these sectors, the most sought-after jobs are:

- Registered General Nurse
- Civil Engineer
- Maintenance Technician
- Software Developer
- Copywriter

There are many options available. You could always explore a career as a:

- Social Worker
- Quantity Surveyor
- Mechanical Engineer
- Web Developer
- Solutions Architect



Spotted a skill that isn't included in your skills map? Make a note of it and try to include it when you create your long-term plan at the end of the Create It! Challenge.

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# Opportunities



## Did you know?

There are over 19,000 marketing jobs in our region.  
Having good communication skills can help to secure a role in marketing.

### Job roles

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Top skills

E	_____
	_____
	_____
E	_____
	_____
	_____
E	_____
	_____
	_____

### My skill rating

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# Connecting the dots

## So far you have:

- Ranked yourself against the most sought-after skills.
- Reflected on your own interests and values.
- Researched three job roles, identified the key skills required and evaluated how you rank against each one.

From the job roles you selected and the skills needed, which skill, from your skills map, did you rank as the lowest?

Skills focus:

*THIS IS YOUR  
SKILL TO BE  
DEVELOPED.*

Make a quick list of activities and tasks that can help you to develop your skill. If you can't think of any activity ideas, you can take a look through the **Skill Activity Inspiration** page.



## Did you know?

There are over 8,600 architecture related jobs in Leeds City Region. Having problem solving skills are ideal for this type of role.

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# One week to make an impact

For one week, plan a different activity or task per day that will help you to practise and develop your skill focus. After each day, complete a quick self-evaluation.

	Monday	Tuesday
The activity		
How did the activity improve your skill?  What will you do the next day to further your progression?		

**FINAL  
DAY**

Wednesday	Thursday	Friday



### Did you know?

Having good organisation skills and an attention to detail could secure a career in software development. There are currently over 47,000 people employed in the digital sector in our region.

# Planning for the future

Now that you have a better understanding of yourself and the career opportunities available, you can create a long-term plan. You might not be stepping into the world of work just yet, but use the time that you do have to be as prepared as possible.

Write down the different things that you can do to help you achieve your goals; focus on activities and tasks that can be carried out within your education focused activities.

## Education

Subjects that need particular focus or college and university options.

### Further Education Colleges:

There are lots of further education colleges across the region, or you may chose a sixth form at a nearby school.

### Apprenticeships:

There are a wide range of apprenticeship opportunities available. To find out more, check out [futuregoals.co.uk/apprenticeships](https://futuregoals.co.uk/apprenticeships)

### Higher Education Institutes:

Leeds Arts University – [leeds-art.ac.uk](https://leeds-art.ac.uk)

University of Leeds - [leeds.ac.uk](https://leeds.ac.uk)

Leeds Trinity University - [leedstrinity.ac.uk](https://leedstrinity.ac.uk)

University of Bradford - [bradford.ac.uk](https://bradford.ac.uk)

Leeds College of Music - [lcm.ac.uk](https://lcm.ac.uk)

University of Huddersfield - [hud.ac.uk](https://hud.ac.uk)

Leeds Beckett University - [leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

# Experience

Joining a club or carrying out voluntary work.

Over 1,000 voluntary sector organisations:

Voluntary Action Leeds - [doinggoodleeds.org.uk](http://doinggoodleeds.org.uk)

West Yorkshire Learning Providers - [wylp.org.uk](http://wylp.org.uk)

Do-it - [do-it.org](http://do-it.org)



## Did you know?

A role in Business Development requires excellent planning skills. This career is currently an 'in-demand' role in our region.

Write down the different things that you can do to help you achieve your goals by focusing on your skill-set.

Ways in which you can regularly practise specific skills.

**Skills**

Write down the different things that you can do to help you achieve your goals; focus on activities and tasks that can be carried out within experience outside of education.

# What's next?

Within this challenge you will have progressed through the following career focused stages:

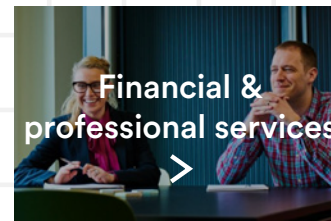
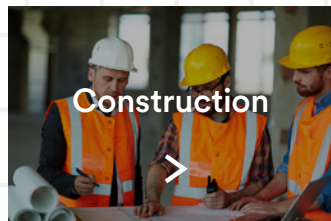
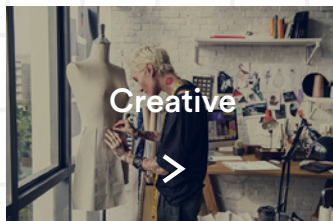
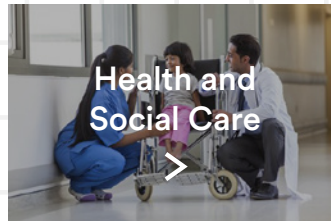
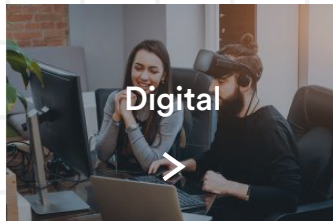
**self** – reflected on your own skills

**opportunities** – researched and explored your options

**decisions** – planned and set goals for yourself

**transitions** – understood how to move from learning to work.

These are great skills to learn and develop before looking at progression after school and moving into sectors like:



As part of this challenge you will have demonstrated and developed the following skills:

**problem-solving** – evaluating your own skillset

**research** – understanding the various career options

**creativity** – devising a plan to help achieve goals.

## Need more inspiration?

Have a quick look at our 'Inspirational Wall' by visiting the FutureGoals website. Here you'll hear from a variety of people currently working in each sector and find out information about each industry and the key skills needed. You'll also find further opportunities to develop your own personal skillset.

[futuregoals.co.uk/be-inspired](https://futuregoals.co.uk/be-inspired)

There are many opportunities within West Yorkshire that span across each of these sectors.

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[futuregoals.co.uk](https://futuregoals.co.uk)



**Leeds City Region  
Enterprise  
Partnership**

Working in  
partnership  
with the

**West  
Yorkshire  
Combined  
Authority**



# Skill activity inspiration

## Verbal communication

- Tell someone a story (it could even be about what you did yesterday).
- Have a conversation.
- Make a phone call.
- Order a takeaway over the phone.
- Write a speech pretending that you are the Prime Minister.

## Decision and problem-solving

- From items in the cupboards and fridge, plan meals for your household.
- Have a go at puzzle solving apps.
- Create an escape room in your bedroom.

## Listening

- Listen to your favourite podcast and tell others five interesting points from it.
- Ask a member of your household to tell you about their earliest memory, then repeat the story back to them.

## Organisation

- Help to do the online food shop.
- Tidy your room.
- Sort and label an area in the home that will make life easier for your household.

## Planning

- Plan your next family day out (when lockdown rules relax).
- Plan meals for the following week and create a detailed shopping list.

## Time management

- Make a plan for day. Make a do to list and try to finish all tasks in set times.
- Plan someone else's day (include everything that they want to achieve).

## Creativity

- Design a boardgame for you and your family to play.
- Create motivational posters to place around the house.

## Building relationships

- Learn three new things about someone in your household or family. You could ask them in person, via phone or virtual communication.

## Written communication

- Write a letter to the Prime Minister about your experience of lockdown. Explain what you have learned about yourself and how you have coped with the change.

## Research

- Use books, the internet or ask members of your household to make a list of ten to twenty facts about a subject you're interested in, things that people might not know.



# FUTUREGOALS

## Remote

# Extra activity guidance

Our way of living, learning and progressing has changed quite a lot recently. Now, more than ever, it's important to continue to develop key skills and expand learning. Communication skills are something that staff and students focus on daily at school. By not being at school, it's never been more important to keep developing these skills.

FutureGoals Remote tests communication and planning skills, helping to prepare for future learning and career choices. Students will undertake activities that will help them to problem solve, be more creative and innovative and have a better understanding of where these skills are used in various careers.

## Resource 2: **Create it! – Joining the dots**

This second resource focuses on reflection, problem solving and research skills.

# The Challenge:

**Create it!** aims to support students in evaluating their personal skills and attributing these to future career options.

To begin with, students should spend time understanding the meaning of each top key skill, from verbal communication to time management. It's important that they understand these skills in order to successfully progress through the activity. Students are then introduced to these key skills through an inspiration film that showcases different skills in action and various activities that might appeal to students.

## Step 1: Skills map

In order to quickly evaluate their own skills, students will rank themselves out of 8 based on how confident they feel about each key skill. This task should leave them with a clearer idea of the areas that will require more attention. If students are working with a printed version, they can join up the dots.

## Step 2: Interests and values

For this stage, students need to think about themselves and their values. They should answer each question provided, thinking about their school experience and socialising choices. This will start to form a better picture of the type of career that might be right for them.

## Step 3: Stop, think and reflect

Students should now pause and look more closely at the answers they gave. This task is centred around their hopes, dreams, likes and dislikes.

The various questions do not necessarily need to be answered in writing, they can simply act as thinking points.

## Step 4: Opportunities

This is where research comes into play. Now that students understand their skillset and interests a bit more, they should spend time researching a wide variety of career options and settling on **three** that spark their interest (there are website links to use for this research).

- Once they have chosen three careers they need to make a note of the **three top skills** needed when applying for the roles.
- Finally, they should look back at step 1 (Skills map), identify the skills they have just made a note of and add their ranking score to the Opportunities plan (page 7).

This should enable them to see, for the job roles they selected, which skills are the most important and which of these skills they need to improve on in order to achieve that career.

## Step 5: Connecting the dots

It's now time to bring everything together. Students should now make a note of the skill that they need to focus on in order to successfully progress towards a career that interests them. Using the 'Skill Activity Inspiration' page, students should come up with ways that they can perfect their least confident skill.

## Step 6: One week to make an impact

Students should have, by this point, established quite a bit about themselves.

- They have reflected on their own abilities, interests, values and weaknesses.
- Researched three careers that interest them and made a note of the key skills needed.
- Established practical ways that will help them improve their lowest ranked key skill.

It's now time for students to create a week-long plan that gives them a range of activities to improve their chosen key skill. Each day should contain an activity and a brief reflection.

## Planning for the future

Now that they have a better understanding of who they are, what they like and where they see themselves in the future, it's time to plan. Various links are provided for university and college websites, as well as links to apprenticeship options. In this final step, students should plan their next steps. What do they need to study or do in order to achieve their chosen job or career sector?