

Henley Careers

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Got a question?

No problem - tweet us at @henleycareers, send us a Facebook message at [fb.com/henleycareers](https://www.facebook.com/henleycareers)
or drop in - room 107 Henley Business School, Whiteknights, RG6 6UD



Stand out from the crowd.

Where business comes to life

Welcome

Henley Careers was created in order to provide a professional business orientated career service for all Henley students, from those embarking on their first internship to those moving into board level and c-suite positions. Our focus is to inspire students to make effective career decisions and realise their potential, regardless of their background.



Naeema Pasha,
Director of Henley Careers

Whether you are looking to increase skills and confidence with our Business Leaders programme, put your questions to leaders in Finance with our ICMA Industry Insights programme, or get fully immersed in assessment centres and practical careers workshops with our Henley Collaborative events – we have the events for you this Spring! Come along and get inspired – we look forward to working with and enabling you on your exciting career journey.

Industry Insights programme

Industry Insights is the ICMA Centre's annual programme of talks and debates, giving students the opportunity to hear industry thought leaders discuss the forces and trends that are shaping the world of finance.

We welcome speakers from a range of backgrounds and across financial services disciplines – what they all have in common is a unique perspective on the industry that goes beyond conventional thinking.

Organised in conjunction with the University of Reading Finance Society, the talks are free of charge and open to all students and academics at Henley Business School and the University. Students can sign up to attend via My Jobs Online.

Social Impact Investing

Wednesday 17th January, 6-7pm, room TBC
Evita Zanuso, Director of Big Society Capital

Fintech

Wednesday 24th January, 6-7pm, ICMA G09
Mike Baliman, Host of London Fintech Podcast

Pensions Panel

Wednesday 31st January, 6-7pm, ICMA G09
Richard Hall from Argyll Covenant, Henry Tapper from Pension Playpen, and Charles Sutcliffe from the ICMA Centre

Asset Allocation

Wednesday 7th February, 6-7pm, room TBC
Mark Insley, Managing Director of Ascot Wealth Management

Private Equity Funds: Are Investors Getting Value for Money?

Wednesday 21st February, 6-7pm, room TBC
Jamie Hayford, Senior Associate at Pantheon

My Life as a Trader

Wednesday 28th February, 6-7pm, room TBC
Kan Fung Li



Business Leaders programme

Discover 2-hour masterclasses with a difference. Fully interactive and a lot of fun, these workshops will stretch boundaries and enable you to think outside the box – improving your employability skills and building up your confidence along the way.

So – fancy designing and trying out some escape room games? Want to find out how you can make money from starting your own YouTube channel? How about enhancing your presentation skills through learning from one of the most popular TEDx speakers in the world? This is the programme to be on – so book now via MyJobsOnline to avoid disappointment.

Play to Win

Monday 15th January, 6-8pm, Henley G10

You voted this one of your favourites last year, so it's back – and it's bigger and better than before. Go head to head against other teams, show the competition how it's done, and grab the chance to win £10 Amazon vouchers for each person on your team. This game puts your business skills to the test, and gives you vital experience working in a team that's up against a tight deadline.

Run by Sarah Rourke, Careers Consultant, and Maddy Woodman, Student Engagement from the award-winning Henley Careers team.

Cartooning for Business; how to sketch an idea to make it memorable

Tuesday 16th January, 6-8pm, Henley G10

Drawing is a great way to make a message stick – but most people are convinced they can't draw. In this session you will learn how everyone can draw well enough to make ideas memorable. These drawing skills will not only help you convey ideas to others, but also make it easier to recall information when studying for yourself – so you get two vital skills in one.

Run by Graham Shaw, international conference presenter, trainer, author and TEDx speaker.

Leading with Humour; stand-up comedy

Monday 22nd January, 6-8pm, Henley G10

Want to command an audience like Jimmy Carr, Sarah Millican or Jack Whitehall? Come and have a laugh with us and learn how humour can be used to engage, inspire and develop leadership skills. This unique, hilarious session will boost your confidence in your ability to communicate.

Run by Alan Donegan, stand-up comedian, award-winning entrepreneur and co-founder of PopUp Business School.

Make Money from your Passion

Tuesday 23rd January, 6-8pm, Henley G10

Now more than ever before, you have the opportunity to make money doing what you love. With the right insight, you can create a career you're passionate about and make a difference. Learn how to spot opportunities, discover innovative ways into a business or career you love, and explore examples of people that PopUp Business School have helped to launch. Join us and uncover some of the latest and coolest ways to make money and build businesses online.

Run by Alan Donegan, stand-up comedian, award-winning entrepreneur and co-founder of PopUp Business School.

Escape Rooms

Tuesday 30th January, 6-8pm, Henley 102

Always wanted to be on Crystal Maze or Fort Boyard? Well we have the next best thing here at Henley. Test your logic and communication skills with your teammates, and have a go at creating your own escape room. Once you've mastered that, you'll have a chance to try out TimeTrap's new escape room for yourself.

Run by Andrew Ingle and Katie Falcon-Uff, founders of TimeTrap Escape Rooms and Henley and University of Reading graduates.

YouTube 101

Monday 5th February, 6-8pm, Henley G03

YouTube has exploded in popularity – and no wonder. It's the platform that made it possible to create your own TV channel for free, using only the mobile phone in your pocket. Andrew McDonald will be here to explain how he built a full time business reviewing tech on YouTube, creating videos which have been seen more than 8 million times. If that wasn't enough, Jack Aling will be exploring how to build and maintain a successful YouTube channel in any industry, and give us insight gained from his experience as Head of Online content at the PopUp Business School YouTube Channel. From setting up the channel to creating content and eventually monetising it, you'll learn everything you need to know.

Run by Andrew McDonald, Technology Expert, Jack Aling, Head of Online Content at PopUp Business School, and Henry Nicholson, Chief Operations Officer at PopUp Business School.

Designing an Extraordinary Life with LEGO

Tuesday 6th February, 3-5pm, room TBC and 6-8pm, Henley G03

What do you want to do in life? How do you go about building the life of your dreams? Where do you start? In this interactive Lego Serious Play event, Simon Paine and Alan Donegan will guide you through the thought process of designing your life and building a bright and exciting future. Life, culture and society set out a standard path for us all to follow – but you can choose any future you desire.

Run by Alan Donegan, stand-up comedian, award-winning entrepreneur and co-founder of PopUp Business School and Simon Paine, collaborative leadership expert, trainer and co-founder of PopUp Business School.

Secrets of a Successful TED Talk; How to create a captivating talk or presentation

Tuesday 20th February, 6-8pm, room G10

There is no one way to create a compelling talk – but certain principles do work time and time again. Many TED speakers use proven ways to captivate audiences. In this interactive session, you will gain insights into these methods and learn how to apply them to your own talks or presentations.

Run by Graham Shaw, business presenting coach, international conference presenter, trainer, author and TEDx speaker – who has had over 16 million views of his talk to date, making it one of the most popular TEDx talks on YouTube.

Mind Management

Monday 26th February, 6-8pm, Henley G10

Wellbeing is critical to your success at University, in your job and life in general. You know those nagging thoughts in the back of your mind? Let's do something about them. This session will teach you to understand your own psychology and learn how to perform at your best.

Run by Sarah Rourke and Stephanie Shaw, Careers Consultants from the award-winning Henley Careers team.

Think Like a Toddler!

Tuesday 27th February, 6-8pm, Henley 102

Ever noticed how toddlers are super confident, curious and massively creative? Nothing stands in their way. Using the tactics of Richard Branson (Virgin) and Paul Lindley (Ella's Kitchen), let's give being a toddler another go and explore how these skills, which most of us have buried in the past, can really enhance your employability and help you to think outside the box.

Run by Maddy Woodman, Student Engagement and Jordan Funk, Family Therapist and Puppeteer from the award-winning Henley Careers team.

Henley Careers Collaborative Programme. New for 2018

A collection of events run by close partners of Henley Careers including employers, alumni and current students. Come along and learn everything you need to know to kick-start your career.

The Assessment Centre Immersive

Thursday 25th January, 6 - 8pm, Palmer 103

This is an interactive session designed to give you a flavour of the assessment centre experience. A leading graduate employer will observe your performance and offer you constructive feedback – so you gain a better idea of what your strengths and weaknesses are.

The session will show you how to:

- Perform well in a group situation under assessment conditions
- Learn how your performance affects the rest of the group
- Develop confidence in assessment centre situations.

Open to all Henley students

Creating a Job Out of Thin Air

Thursday 22nd February, 1 - 2pm

Come and learn from students who've been there, done that, and got the job – even if it wasn't being advertised. Learn quick, targeted ways of finding the right role for you.

You will learn how to:

- Search for and create a list of targeted prospective employers
- Use the right words to appeal to them and tell them why they should employ you
- Keep a focussed mind-set throughout this process.

Open to all Henley students

Fast Track to Placement

Monday 5th March, 1 - 4pm

Monday 4th June, 1 - 4pm

"I wish I'd known this in first year". In response to this oft-heard lament from second year placement students, Henley Careers is putting on a special event to help you get through the very competitive placement process which starts right at the beginning of second year.

Applications for some placements will open as early as summer 2018 and you need to be prepared to get yourself in front of your chosen employers early. There is much to do before hitting the 'submit' button on your application, so join us at this session to:

- Understand the timelines involved in the placement recruitment process
- Develop your plan of attack to get ahead of the game
- Use the summer to really enhance your experience to attract the right employer
- Know at the start of the second year who you will target and why
- Learn from students who've been there and done it (student Q&A panel)
- Identify and address gaps in your CV.

Open to all first year undergraduate students

Tools and Resources

Henley Careers on Blackboard offers a range of careers information and tools – from building self-awareness and personal branding to CV writing and interviews. To access all this and more, just log into Blackboard with your student log in details, click on the enrolments tab, look under 'organisations' and click on the link for the Henley Careers page.

My Jobs Online is our system for booking appointments with your Careers Consultant, securing tickets for events and searching the job board for vacancies. Log in at:

reading.targetconnect.net/student/login.html

To book an appointment with your Careers Consultant, go to "book an appointment", find your careers consultant and click on "show results" to see the appointment times available.

To book tickets to an event, go to "Events" and click on the event calendar or search for a specific event.

A detailed user guide can be found on the Henley Careers Blackboard page.

VAULT.com is an excellent starting point for gathering data and information on your career interests. This site gives in-depth insight into a range of careers, companies and industries. Register with your student email address.

VMock is a powerful web tool that uses machine learning and AI to help you sharpen your CV. It's used by more than 50 of the world's leading Business Schools, such as Stanford, Kellogg and Chicago Booth, and was first designed especially for the MBA market.

It's easy to use – just register and upload a pdf version of your CV to uncover a wealth of specific information detailing how to polish your CV. You can upload 10 CVs, so you can employ an iterative approach to developing your best master-document CV.

Register via **vmock.com/henleybusinessschool** using your @student.reading.ac.uk email address.

