



Name:

Year 10 Work Shadowing Journal

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Company/Organisation details

Complete the information below prior to starting your work shadowing:

Name of the company or establishment:

.....

What does this organisation do?.....

.....

What time will you start on your first day?.....

Prior to your work shadowing look at the company website to research information:

Who are their customers and clients? What are their specialisms? What projects have they been involved with or managed? What is their ethos? Read their news/events section or newsletters to find out what has been happening. Do they have any job vacancies advertised? If so what kinds of jobs are they? What qualifications/experience are they looking for?

Record your findings below: (you can add to this section during or after your work shadowing if you cannot find all of the information on the website):

Health and Safety

Health and safety factors vary highly in the work place and each company or establishment will have its' own rules and policies. On the first day of your work shadowing you may be given some advice and information which you need to adhere to. However some common-sense rules apply such as wearing appropriate clothing and footwear and ensuring that once on site, your personal belongings are not left in a way that might cause someone to trip or fall.

It is important for you to know what the fire procedure is so that you know what you do if the fire alarm sounds, how to get out of the building and where the fire assembly point is. If this is not explained to you please ask.

In the event of the fire alarm going off I

.....
.....

Equally it is important to know who you would go to see if you felt unwell or injured yourself.

In the event that I feel unwell or injure myself I would

.....
.....

Workforce and work patterns:

Research and complete the information below during your work shadowing:

What are the usual working hours?

Start time.....

Break/lunch time.....

End time.....

Does this change during the week or at different times of the year?.....

If so how/why?.....

What is the size of the workforce? (Please tick)

Self-employed

Less than 25 employees

25-49 employees

50-199 employees

200 or more employees

Does this organisation have any other sites? If so where are they e.g. national, international, in London.....

Does this company have a Head Office if so where?.....

Is this organisation divided into departments? If so what are they?

Finance

Planning

Design

Warehouse/Despatch

Others please list

Production

Sales and Marketing

Human Resources

IT

List below some of the different types of jobs that this company or organisation employs people to do for example sound engineer:

Choose one job and if possible interview someone who does this job:

Describe the job they do.....

.....
.....

What do they enjoy about their job?.....

.....
.....

What are the challenges of their job and how do they overcome them?.....

.....
.....

Does their work/work pattern alter on a daily or weekly basis? If so when and how?

.....
.....

What kind of person do you have to be to do this job?

.....
.....

What qualifications/experience do they have?.....

.....
.....

What advice would they give someone wanting to do this type of work?.....

.....
.....

Any other questions you might want to ask (if time allows).....

.....
.....

.....
.....

Record of activities and observations

Use these sections as a diary to describe the working environment and to record any activities you do and the actions or behaviours you observe.

Examples

The working environment is clean, busy and noisy.

I produced my own design for a project that the architect was working on, I observed a year 6 literacy lesson, I listened to a telephone call between a customer service adviser and an irate customer.

Sometimes the working environment can change during the day or on different days e.g. become quieter, more relaxed. Make a note of any changes and try to give the reasons why you think it has changed e.g. a sudden influx of work, a new project has started, you have moved in to a different department/classroom etc.

Notice the kind of language used by the people who work at the organisation. Employees in different organisations may use jargon or abbreviated words specific to their company or sector.

Day 1:

Day 2:

Day 3:

Day 4:

Day 5:

Key employment skills

Here is a reminder of the kinds of skills employers like employees to have:

Leadership: motivating others and inspiring them to take your lead.

Customer service: being friendly, caring and diplomatic with clients and customers.

Networking: building effective relationships with business partners.

Foreign language: specific language skills.

Problem solving: thinking things through in a logical way in order to determine key issues, often also including creative thinking.

Flexibility: ability to handle change and adapt to new situations.

Commitment/motivation: energy and enthusiasm to achieve goals.

Numeracy: competence and understanding of numerical data.

Self-awareness: knowing your strengths and skills and having the confidence to put these across.

Initiative: anticipating challenges and opportunities, setting and achieving goals and acting independently.

Willingness to learn: being inquisitive, enthusiastic and open to new ideas.

Action planning: prioritising, making decisions, assessing progress and making changes if necessary.

Interpersonal skills: relating well to others and establishing good working relationships.

Communication: listening to other people and clearly getting your point across orally, in writing and via electronic means, in a manner appropriate to the audience.

Teamwork: being constructive, performing your role, listening to colleagues and encouraging them, supporting others and helping each other.

Over the five days record examples of when you have observed a member of staff using these skills. What have they done and how? For example, problem solving, good communication skills etc. Describe the actions they have taken and what behaviours they have displayed. Include information about their body language e.g. was patient, spoke in a calm manner and reassured the person by leaning towards them, looking them directly in the eyes and nodding occasionally to show that they were listening.

Description of situation	
Skill used	Description of actions and behaviours

Description of situation	
Skill used	Description of actions and behaviours

Evaluation and Review

Complete this section when your work shadowing has ended. We will review this during the Year 10 Enrichment Day in June.

How do your original expectations of your work shadowing compare with what you saw and observed?

Did you gain what you hoped from your experience? What else could you have looked for?

What have you learnt?

What actions will you take now? E.g. find out information about a job, consider my A-level options.

Notes/Additional information:

Use this sheet to make notes or to record or attach additional information.