YOUR CAREER AND PROFESSIONAL DEVELOPMENT PROGRAMME

AUTUMN TERM 2016

14th September 2016
Introduction to Henley Careers and CV building session
Stephanie Taylor / Sarah Leach
A welcome from your dedicated careers consultant and some of the team who will be working with you. We will provide you with a broad overview of MBA recruitment cycle information, your Career and Professional Development Programme and finally give you time to finish your 1 page CVs.

Intercultural Business Communication
Laxmi Chaudhry
Many international companies report that successful communication on a global level begins with successful communication on the local level. Increasingly, employers are looking for linguistic skills but they are also looking for individuals who understand the cultural norms of local markets. In recognizing the growing value of global trade, it is therefore absolutely essential that new entrants into the market place are adept at communicating successfully cross culturally. We will explore techniques and practice which will assist you in your work together on the MBA programme as well as in the workplace upon graduation.

16th September 2016
Strengths based Career Development
Stephanie Taylor / Cath Wilson
Most people understand their weaknesses far better than their strengths, yet it is your natural strengths that are sources of mastery and success at work. Strengthscope® is the world’s most extensive strengths profiling and development system that measures work related strengths – characteristics that energise people, helping them to perform better. When understanding and applying your strengths, you can expect to benefit from improved results and sense of achievement, higher levels of motivation and enjoyment and increased confidence and resilience to overcome performance blockages.
By the end of this workshop you will be able to:

• Identify and articulate your standout strengths and understand how they can contribute to your career development

16th September 2016 (ELECTIVE – early evening)
MBA Careers in Consulting Q&A Panel
Industry Professionals
Opportunity to get your questions answered and network with senior Alumni working in the consultancy sector. A forum for gaining insight and advice for entering & working in the industry as well as to meet fellow Executive MBA students and Henley MBA alumni.

29th September 2017
Career Management Skills 1: Presentation skills for Maximum Impact
Alan Donegan
Being able to present your ideas, persuade and influence those around you is an important skills in modern business. We will be looking at the skills of presenting whether to 1 person or 1000 people, showing you how to avoid the mistakes most people make and be able to stand out amongst your peers.

13th October 2015 (ELECTIVE)
An Introduction to Careers in Consulting
Derek Walker
This workshop is designed to introduce you to the management consulting industry and how to think about pursuing a career in the sector, including the varying approaches to recruitment and selection used by employers, the different types of firms, and the work they do. Current Henley Executive MBA and MSc students are also invited to this workshop.

14th October 2015 (ELECTIVE)
Rise and Shine with Alumni breakfast – Business Change and Transformation (senior professional)
Breakfast meeting designed for a small group (max 5 students) to meet with a senior Alumnus over breakfast in London. An opportunity to gain industry insight, personal advice and share in the Alumnus’s wealth of experience.

24th October 2016 (ELECTIVE)
1:1 with Derek Walker - getting into Consulting
Derek Walker
For those who would like a personal follow up with Derek after the Introduction to Careers in Consulting workshop on 13th Oct.
31st October 2016
Career Management Skills 2
Stephanie Taylor / Sarah Leach / Chris Rockingham
Career Management Skills (CMS) covers the practical and ‘typical’ careers input needed by MBAs in their career development. This CMS workshop will cover; the 2 hour Job Search Strategy, using LinkedIn to make an impact and preparing for Interviews. The session is very hands-on and will include time to work on your own LinkedIn profile.

2nd November 2016
What Makes Teams Successful?
Stephanie Taylor
No-one ever forgets what it feels like to be part of a successful, high energy team. This workshop uses the TMS model of team performance to explore how you amplify the value of people’s individual strengths, their different perspectives and the energies that can cause conflict. Each participant will receive a personalised report providing unique insight and by the end of the workshop, you will:

- Understand your own individual work type preferences and how you like to work
- Have identified how you differ from other team members
- Understand how to vary your communication style to match other people’s preferences
- Be able to explain how others can most effectively interact with you

24th November 2016
Managing Change and Ambiguity – using MBTI
Sarah Leach / Naeema Pasha
Change is a constant in today’s working environment. In order to prosper in this climate you must be able to adapt, respond flexibly, and deal with the ambiguity that comes with change. How do you respond to change and ambiguity? What does it mean for you and your career? How can you manage your natural preferences in a way that enables you to manoeuvre and work within a changing world at work so that you thrive and prosper? With the help of understanding MBTI preferences, this workshop looks at how you respond to change, some different perspectives to change, and how you might apply this learning to managing your career in an ambiguous world.

9th December 2016 (ELECTIVE)
Rise and Shine with Alumni breakfast – Breaking into the Board
Breakfast meeting designed for a small group (max 5 students) to meet with a senior Alumnus over breakfast in London. An opportunity to gain industry insight, personal advice and share in the Alumnus’s wealth of experience.

14th December 2016
Career Management Skills 3: Building Relationships through Networking
Alan Donegan
One of the most valuable things you will get out of your MBA is the network of people you meet and stay in touch with. Networking proactively is also the most critical job search strategy and the way in which most people successfully secure employment. Building relationships takes time though so you need to start networking long before you need that job! This workshop will explore:

- Some of the different elements of becoming an exceptional networker
- How to build trust, make a good first impression, build a powerful network and really connect with the people you meet

Interview Skills Practice
Derek Walker / Cath Wilson
Multiple 2 hour mock interview workshops will run today. There are 4 available places in each workshop, which will include video recording. Each student will do a short (10-15 minutes) practice interview which will be recorded, and then the group will provide feedback. This session will help you start an interview confidently, by practicing the answers to questions that are easy for the interviewer to ask, but need to be answered carefully if the rest of the interview is to go well! It is suitable for students who wish to benchmark their technique against others and receive some constructive feedback.

SPRING TERM 2016

20th January 2017 (ELECTIVE)
Rise and Shine with Alumni breakfast – Breaking into the Board
Breakfast meeting designed for a small group (max 5 students) to meet with a senior Alumnus over breakfast in London. An opportunity to gain industry insight, personal advice and share in the Alumnus’s wealth of experience.
26th January 2017
Personal Branding
Sarah Leach / Stephanie Taylor
What is a personal brand? Why is it important? Do you want to stand-out from the crowd in a highly competitive working environment? This interactive session will look at the concept of personal branding and developing the brand called “YOU”. Through a number of creative inputs you will begin to develop the component parts of your own personal brand, understand your unique selling points, and start to articulate what it is you want to be known for. The workshop will explore different ways in which you can market yourself and how to incorporate personal branding into your job search strategy to access those roles and positions of responsibility you aspire to achieve.

13th and 15th February 2017
Career Management Skills 4: Individual Mock Interviews
Industry Professionals
To succeed at interviews, you must impress recruiters with your abilities and enthusiasm for the role. You also need to clearly articulate what is your unique personal brand, what differentiates you from your competition and why you have chosen your particular career path. The more you practice being interviewed, the better prepared and more confident you will be. This mock interview will provide an opportunity for in-depth constructive feedback. It will also be filmed, a copy of which you will be provided with. You will only be required to attend one of these days for approximately 90 mins.

15th February 2017 (ELECTIVE – early evening)
MBA Q&A Panel – Working with Executive Search firms and Headhunters
Industry Professionals
Opportunity to get your questions answered. A forum for gaining insight and advice as well as to meet fellow Executive MBA students and Henley MBA alumni.

17th February 2017 (ELECTIVE)
Rise and Shine with Alumni breakfast – details to follow
Breakfast meeting designed for a small group (max 5 students) to meet with a senior Alumnus over breakfast in London. An opportunity to gain industry insight, personal advice and share in the Alumnus’s wealth of experience

14th April 2017 (ELECTIVE)
Rise and Shine with Alumni breakfast – details to follow
Breakfast meeting designed for a small group (max 5 students) to meet with a senior Alumnus over breakfast in London. An opportunity to gain industry insight, personal advice and share in the Alumnus’s wealth of experience

15th May 2017
Managing Energy for Sustained Peak Performance
Stephanie Taylor
Most of us respond to rising demands in the workplace by putting in longer hours, which inevitably take a toll on us physically, mentally and emotionally. That leads to declining levels of engagement, increasing levels of distraction and high turnover rates. Research shows us that the most successful executives recognise the cost of personal energy depleting behaviours, and then take responsibility for changing them, regardless of the circumstances they are facing. This workshop will help you to:
- Recognise your sources of energy for sustained peak performance
- Identify energy-depleting behaviours and plan strategies for overcoming them

15th May 2017 (ELECTIVE – early evening)
MBA Careers Q&A Panel – Cracking the C-Suite
Industry Professionals
Opportunity to get your questions answered. A forum for gaining insight and advice as well as to meet fellow Executive MBA students and Henley MBA alumni.

27th June 2017 (ELECTIVE)
Career Management Skills 5
Stephanie Taylor / Sarah Leach / Judith Peale
This workshop provides you with a refresher of the practical tools and approaches which are necessary for securing roles post-MBA. You are given the choice of attending two out of four workshops on offer:
- CV building and Using Social Media in Job Search OR Networking Skills
- 2Hr Job Search OR Networking Skills
WHAT IS CAREER COACHING?

You have taken on the MBA to invest in your own development which is no doubt to make a positive impact on your career. The Henley Careers approach works on principles of positive psychology to ensure you are able to manage your own career path effectively.

As background to what career coaching is; it is a discipline that integrates career research and complex psychological theory with knowledge about the job market and organisational processes. The purpose of our career coaching approach (which can be quite thought-provoking!) is to enable you to reflect on your career, your strengths and aspirations and for you to develop your own career leadership to take action.

As an MBA student you are able to work with your career coach on an individual basis to help you make smoother career decisions – which given the challenges of life can be quite tough! You are ultimately responsible for your career but Henley Careers is here to support you on your journey.

Frequently Asked Questions

How should I prepare for a coaching session?
Give some thought to what you’d like to achieve, what’s going to help you get there and what might stop you from getting there. Within that, what would you like to talk about in the coaching session.

What can I be coached on?
Essentially you can be coached on any career related topic where you are currently having difficulties, and would appreciate the opportunity to take a few different perspectives. People tend to bring a whole range of issues into coaching sessions such as; being unsure about next career step or path, wishing to build confidence in a particular area, managing stress, assistance with decision making, career development planning. CV checks, choosing MBA projects, mock interviews and guidance through the recruitment process is also common. Essentially any topic which will help you grow in your career.

What should I expect?
It’s a private and confidential conversation between your consultant and yourself which takes place face to face, over Skype or telephone. The conversation will be unique to you and whatever you want to talk about. Expect to be listened to - you’re likely to do most of the talking; expect not to be judged; expect to be challenged to think in new ways and to be helped to identify your next steps.

Sessions in the Autumn term have to be limited to 30 minutes (except Strengthscope follow up sessions which are 60 mins)

How do I book a coaching session?
Your consultant will make time slots available on the MyJobsOnline system and you can book a convenient time which suits you and the consultant.

What happens afterwards?
It’s up to you. Subject to the availability of your coach, there is no limit to the number of times you can see him/her - either as a follow up to your discussions, keeping track of your action plan or other things as they arise.

Some reflections on coaching

“Having decided to seek careers advice to complement my progression and completion of my MBA, I was pleased to find Stephanie both informed and prepared to challenge with regards my current thought processes / aspirations. Our initial meeting discussions focused upon my career to date but also my immediate priorities. This meeting helped provide structure for my thoughts but also an opportunity for me to talk through and discuss my concerns / reservations. The meeting generated a number of firm actions on my part and certainly introduced a new found proactivity into my career plans” (MBA 2016)

“Stephanie has a fantastic way of making the conversation seem natural - it feels like a normal conversation, rather than directly a coaching session. she is very able to make the conversation flow easily, while carefully highlighting and focusing on the parts that matter, without making it awkward or contrived” (MBA 2016)