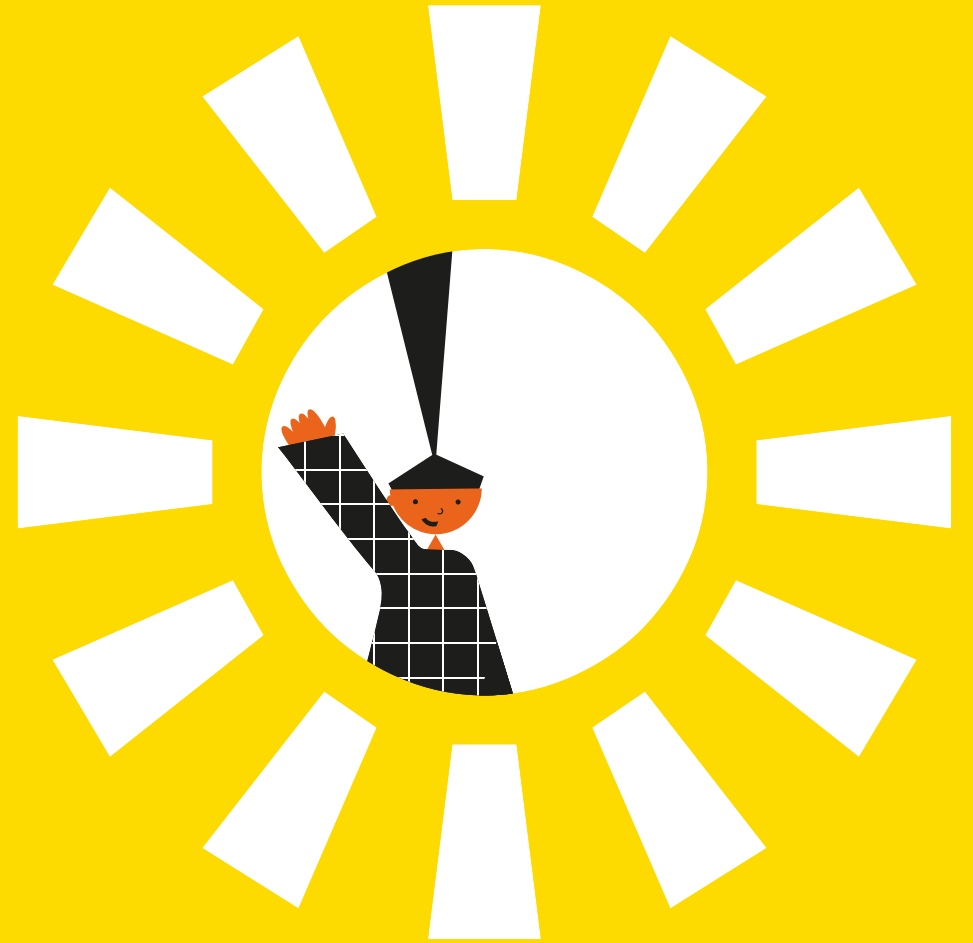
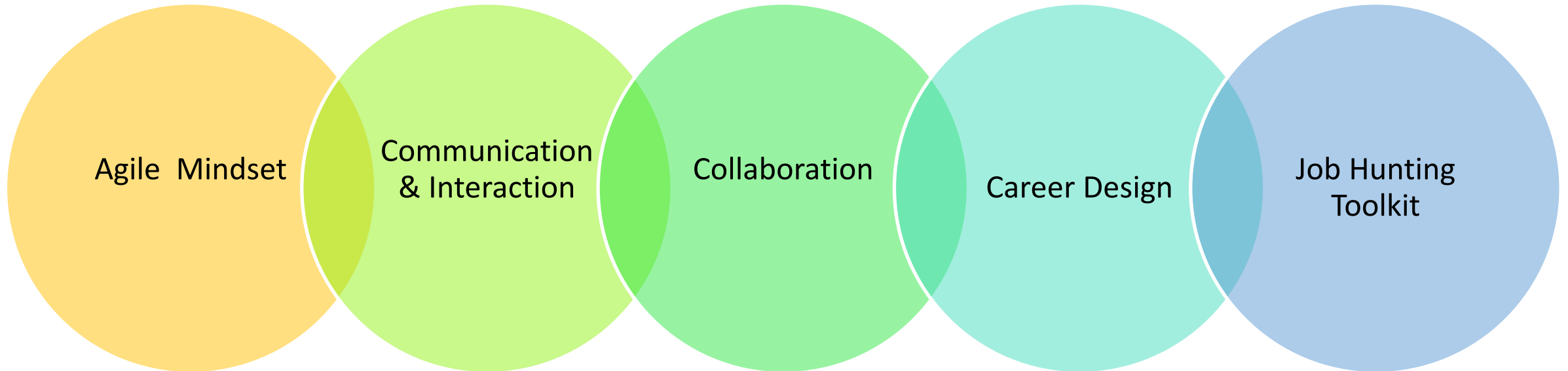


Graduate  
Futures:  
Personal &  
Professional  
development in  
the curriculum



# Personal & Professional Development Programme



# Futures Provision

The Futures team aims to work collaboratively with courses to enhance student's career management and essential "Human" skills. This is done through supporting courses to embed employability in the curriculum.

- All courses will be offered approximately 10 hours of support from the Futures Team
- Course teams and Futures team to agree content and most impactful timing of provision
- The sessions suggested at L4, 5 & 6 have a level of flexibility and may be adapted to different course needs– some content may already be covered by course teams.
- Data is available to courses around cohort's "Career Readiness" and "graduate outcomes" data.

# Level 4

<b>Professional Futures Developing Agency (1hr) Term 1</b>	<b>Group work skills (2 hrs in person) Term 1 or 2 dependent on unit content</b>	<b>Public Speaking (1.5 hrs in person) Term 1 or 2 dependent on unit content</b>	<b>Employability Toolkit (1 hr ) Term 3 Choose from one or more of the topics below</b>
<ul style="list-style-type: none"> <li>• Why you're here?</li> <li>• Become a reflective practitioner: Taking control of your own personal &amp; professional development</li> <li>• Self-Awareness, what is important to you?</li> <li>• Industry Awareness –staying current</li> <li>• Graduate attributes: What skills does Industry need?</li> </ul>	<ul style="list-style-type: none"> <li>• Why teamwork is a key skill in Creative Industries</li> <li>• Developing listening skills</li> <li>• Being heard: Confidence putting forward your ideas</li> <li>• Dealing with conflict &amp; having uncomfortable conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking in different scenarios</li> <li>• Knowing your audience</li> <li>• Structure</li> <li>• Reading the room</li> <li>• Dealing with nerves</li> <li>• Developing confidence</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Awareness of Placement Option – Summer Prep</b></li> <li>• <b>Adapting your CV &amp; Cover Letters</b></li> <li>• <b>Job Hunting: Where to look for Opportunities</b></li> <li>• <b>How to reach out to Industry/ How to create opportunities</b></li> <li>• <b>Leveraging LinkedIn – digital networking &amp; research</b></li> </ul>

# Level 5

<p><b>Reflection Term 1 (1.5 hours)</b></p>	<p><b>Collaboration (2 hr in person) Any term depending on curriculum content</b></p>	<p><b>Talking about your work In different scenarios Term 1, 2 or 3 To be adapted to focus on networking / exhibition / interview for placement (1.5 hrs in person)</b></p>	<p><b>Employability Toolkit- Placement Prep 1 hour Term 1 due to placement</b></p>
<ul style="list-style-type: none"> <li>• Work so far – Reflection on skills</li> <li>• What you have learned from projects, collaborations</li> <li>• Articulation of Skills</li> <li>• Skills needing development</li> <li>• Action plan for developing skills</li> <li>• Moving forwards</li> <li>• Goal setting</li> </ul>	<ul style="list-style-type: none"> <li>• (attached to a group project in a unit)</li> <li>• Developing Emotional Intelligence</li> <li>• Being empathic</li> <li>• Roles within teams</li> <li>• How you work with others</li> <li>• Dealing with conflict (LEGO mini brief)</li> </ul>	<ul style="list-style-type: none"> <li>• Self-awareness, values, sense of purpose, interests</li> <li>• Creative Identity</li> <li>• Creating your Profile for different platforms and approaches</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Adapting your CV &amp; Cover Letters</b> <i>for different roles or industries / Dos &amp; Don'ts of AI/ Understanding Job Descriptions</i></li> <li>• <b>Job Hunting: Where to look for Opportunities / placements</b></li> <li>• <b>How to reach out to Industry/How to create opportunities</b></li> <li>• <b>Leveraging LinkedIn – digital networking &amp; research</b></li> </ul>

# Level 6

<b>Get Industry Ready Term 1</b>	<b>Presenting Yourself &amp; Your work (Focus could be on Networking / Pitching / Interviews / Portfolio Reviews) 1.5 hrs in person</b>	<b>Job Hunting Toolkit</b>
<ul style="list-style-type: none"> <li>• Checklist! Where are you in terms of Career Readiness?</li> <li>• Making a plan: Goal setting</li> <li>• Developing resilience &amp; adaptability</li> <li>• Articulating the skills you have developed</li> <li>• Adapting skills to different roles</li> <li>• Reflection on transferable skills</li> <li>• Strategic Job Hunting &amp; where to look</li> </ul>	<ul style="list-style-type: none"> <li>• Adapting your presentation to different scenarios</li> <li>• Interview techniques</li> <li>• Elevator Pitch</li> <li>• Knowing how to tell your story and the story behind your work</li> <li>• Knowing your niche and how to adapt to different situations</li> <li>• Researching industry / company, knowing your audience</li> </ul>	<p><b>Adapting your CV</b></p> <p><b>Where to look for Jobs/ Reaching out to Industry</b></p> <p><b>LinkedIn</b></p> <p><b>Curating your website / portfolio for different employers (Research / tailoring to audience)</b></p>

# Careers & Enterprise Support: Extra Curricular

- Access AUB Futures services on [Canvas](https://canvas.aub.ac.uk/courses/446)  
<https://canvas.aub.ac.uk/courses/446>
- Students may attend a range of events with industry speakers and networking opportunities. Events are advertised on [bookings.aub.ac.uk](https://bookings.aub.ac.uk)
- AUB Futures Team offer 1:1 Advice and guidance on any career related topic all year round. Students can book via Canvas or [Bookings.ac.uk](https://bookings.ac.uk)
- AUB Futures Hub hosts jobs, opportunities, AUB Student Collab Board & useful Careers resources
- Staff may access AUB Futures Hub by registering [here](#)
- Employers and Industry patrons may advertise opportunities on the Futures hub. More information about that can be found [here](#)