| **Week One** | **Week Two** | **Week Three** | **Week Four** |
| --- | --- | --- | --- |
|  |  |  |  |
| Introduction to Energy Transition, UpskillingGreen Gloss Transferable SkillsCV CreationHidden Job Market Social Media Empowerment Employer Expectations Communication Skills Recap and round up of week 1 | LinkedInHow to Create a Targeted CVGoal SettingSolar Panel and EV InstallationConfidence and MotivationIntroduction to H&SWaste ManagementOnline Job Search QuizA Guide to DrivingA Guide to ApprenticeshipsSolar/Hydro and Wind EnergyLeadership and ManagementRecap and round up of Week 2 | Presentation SkillsPersonal BrandMake Money Work Confidence and MotivationPresent the PresentationInterview SkillsShell ProjectSWOTElevator PitchRecap and round up of Week 3 | Introduction to Customer ServiceConflict Management and Body LanguageEmotional IntelligenceValue of VolunteeringFutureproofingShell DeliveryRecap and round up of Week 4 |
| **Outcomes** | **Outcomes** | **Outcomes** | **Outcomes** |
| Week one will give participants an introduction to Energy transition and the terminology around the Green Industry. CV Creation, how to use social media to your advantage, how to access and use the hidden job market, increase your communication skills and understand what an employer will expect from you and what you can expect in return. | In week two we focus on industry insights and the sectors within. Taking in Solar, Wind and Hydro lessons, along with installation of EV’s and Solar Panels and Waste Management insight, week two is dedicated to net zero and the benefits within. Rounding off the week with information on driving and apprenticeships, week two is insight focused and gives our cohort a solid overview of the Net Zero Sector. | Week three we move back into the Employability delivery and begin the focus of the Shell Project with sessions teaching our cohort how to present, what makes a great presenter and how to deliver a first-class project/presentation, whether to a team or as part of the interview process. Taking on board SWOT and the Elevator pitch, week 3 focused on upskilling presentation skills and making our cohort interview ready.  | A strong introduction to Customer Service skills, conflict management and emotional intelligence starts week four with the key skills needed to manage customers and their expectations. We will introduce you to the value of volunteering and how to futureproof your career. The week closes with the Shell presentation and a Q&A session to check learning and answer any questions from week 1-3.  |

**Weekly schedule**

Week One Facilitators 1,2 and 3

| **Time / period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 10am – 11am | **Introduction to Energy Transition** | **Info Session** | **How to Create a CV** | **Hidden Job Market** | **Transferable Skills Session 2** |
| Facilitated Learning | *Intro to the industry, overview of the green energy sector* | A yellow and red shell logo  Description automatically generated with low confidence*Day in the life/Job search/Club* | *CV creation, what makes a good CV* | *How to access the hidden job market, hints, tips and tricks* | *Share insights on discovery of transferable Skills* |
| 11am -12pm | **How to Upskill** | **Transferable Skills** | **How to Create a Cover Letter** | **Social Media Empowerment** | **Hidden Job Market session 2** |
| Facilitated Learning | *How to upskill before and during your career including courses, apprenticeships and CPD* | *Hard and Soft skill recognition, learning which of our skills can be of value* | *Creating a cover letter for applications, can be used as a free session (coaches advise)* | *Learn how to maximise exposure, keep yourself safe and learn about the platforms available to job seekers* | *Share insights and findings from research* |
| 13.00 – 14.00 | **Green Gloss** | **What is a Green Job?** | **Communication Skills** | **Employer Expectations** | **Menti quiz, weekly round up** |
| Facilitated Learning | *Industry language with explanations on Carbon Neutral, Net Zero and Greenwashing* | *What is classed as a ‘green job?* | *Listen, respond and enjoy communication skills, expand knowledge and confidence* | *What do employers expect from you and what you should expect from them* | *Menti quiz that rounds up the week and recaps learning* |
|  Take Home! | **Research** | **Transferable Skills Exercise** | **Create CV/Cover Letter** | **HJM research** | **Homework is rest, relaxation (MHFA)** |
| Independent Study |  | *Exercise to be emailed* | *If CV/Cover Letter in place, free time* | *Set a different task for people to share* | N/A |

**Weekly schedule**

Week Two – Facilitator 1, 2 and 3

| **Time / period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 10am – 11am | **LinkedIn** | **Solar/Hydro/Wind Energy** | **Online Job Search Quiz** | **A Guide to Apprenticeships** | **Leadership and Management** |
| Facilitated Learning | *How to create/update and maximise your LinkedIn profile* | *An In depth look at each of the energy sources and their contribution to Net Zero* | *Menti quiz for all pp’s to check learning on general job search information* | *Overview of the expectations and myths of apprenticeships*  | *What it means to be a good leader and manager (project management)* |
| 11am – 12pm | **How to create a targeted CV** | **Info Session** | **Waste Management** | **A Guide to Driving** | **Menti quiz** |
| Facilitated Learning | *Looking at your CV, how can you target it to the jobs you are applying for?* | *Day in the life/Job search/Club* | *An overview of waste management and roles available* | *Overview of the driving industry, road rules and expectations* | *Menti quiz that rounds up the week and recaps learning* |
| 13.00 – 14.00 | **Goal Setting Smart Goals** | **Confidence and Motivation** | **Introduction to Health and Safety** | **Solar/EV Installation** | **Open discussion group** |
| Facilitated Learning | *How to set and achieve goals* | *How to stay confident and motivated* | *Basic overview of the H&S expectations and further learning* | *A look at the industry and what you need to be an installer of Net Zero/Carbon neutral energy delivery* | *Download the week, talk about any concerns and suggestions for future cohorts* |
| Take home! | **Work on LinkedIn profile** | **Start to formulate the presentation** | **H&S research/Personal brand** | **Missed sessions** | **Relax** |
| Independent Study |  |  |  |  |  |

**Weekly schedule**

Week Three– Facilitator 1, 2 and 3

| **Time / period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 10am – 11am | **Presentation Skills** | **Make Money Work** | **Presentation Group Work** | **Interview 101** | **SWOT** |
| Facilitated Learning | *Part One of How to Present*  | *Hints and tips on money saving, apps and what you can do to save money* |  *Present your presentations to the group* | *A look at all the types of interviews that businesses use* | *Analyse strengths and weaknesses, what we can do to map them* |
| 11am – 12pm | **Presentation Skills** | **Personal Brand** | **Presentation Group Work** | **Interview Skills** | **Elevator Pitch** |
| Facilitated Learning | *Part Two of How to Present* | *Who you are, what you want people to see and how you want to be perceived by the world.* | *Present your presentations to the group* | *Open questions, STAR technique, competency-based questions* | *Creating the perfect elevator pitch and showcasing* |
| 13.00 – 14.00 | **Presentation Skills** | **Shell Project Discussion** | **Feedback Forum** | **Interview Group Session** | **Menti quiz, weekly round up** |
| Facilitated Learning | *Short presentation (provided by facilitator)*  | *Discuss the project for the final week* | *Talk about questions you may have, listen to the experiences of others* | *Mock interview, group interviews* | *Menti quiz that rounds up the week and recaps learning* |
| Take Home! |  |  |  |  | **Social Science H/W** |
| Independent Study |  |  | *Missed sessions*  |  | *Look around your local area, what could be more ‘green’?* |

**Weekly schedule**

Week Four – Facilitator 1, 2 and 3

| **Time / period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| 10am – 11am | **Conflict Management and Body Language** | **Introduction to Customer Service Pt 1** | **Introduction to Customer Service Pt 2** | **Futureproofing** | **Shell Project Delivery** |
| Facilitated Learning | *How to deal with conflict, with positive and negative signs in body language* | *Good and bad customer service, what good customer service looks like* | *Follow up session to discuss and role play good customer service* | *Employability tool kit (with workbook)* | *Shell Project Delivery* |
| 11am – 12pm | **Resilience and Persistence** | **Emotional Intelligence**  | **The Value of Volunteering** | **Info Session** | **Shell Project Delivery** |
| Facilitated Learning | *Challenging negative thoughts, believing in your abilities and building on your strengths* | *How to increase your emotional intelligence and to control your emotions* | *The value to your skills, CV and knowledge* | *Day in the life/Job search/Club* | *Shell Project Delivery* |
| 13.00 – 14.00 | **Hot Jobs/Live Job search** | **Info Session** | **Team Building** | **Final Presentation Rehearsal** | **Menti quiz** |
| Facilitated Learning | *Hot off the press jobs* | *Day in the life/Job search/Club* | *Team building tasks, Find a….**Create a ….* | *Shell/Net zero Energy rehearsal* | *Menti quiz that rounds up the week and recaps learning* |
|  |  |  |  |  | Complete! |

Topics for Project

1. How would you promote green energy to your friends and family?
2. What innovative solution could you put forward for the world to be greener?
3. Write a presentation to deliver to primary or senior school students to encourage green thinking.
4. How can you make the workplace a green-friendly environment?
5. Create your own green energy initiative and how you would fund it.
6. Freestyle project – criteria to include problem, solution and target market.