



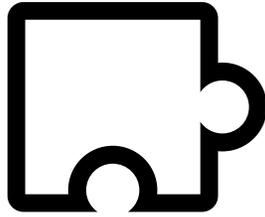
Aiming high (proactivity)

Age range: 11-19

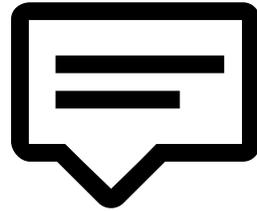
 **BARCLAYS** | LifeSkills



Why are core transferable skills important?



Problem solving



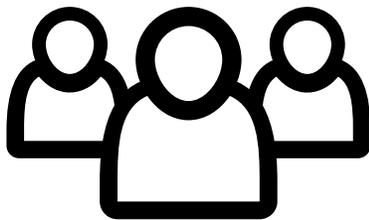
Listening
and speaking
(communication)



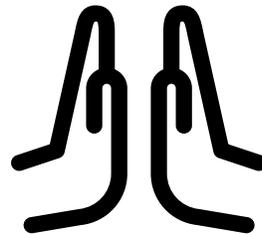
Creativity



Aiming high
(proactivity)



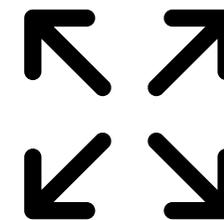
Leadership



Teamwork



Staying positive
(resilience)



Adaptability

How proactivity helps you aim high

Aiming high is the ability to set clear goals and prioritise tasks to achieve them. Being proactive means that you know when to take the initiative to help you reach your goals, instead of reacting to external event.

This session helps to work towards steps 9 and 10 from the Skills Builder Framework for [aiming high](#).



Demonstrating proactivity scenarios



1. Construction manager

You are a construction manager with three housing projects on different sites which have similar deadlines. You only have a limited amount of heavy equipment needed to do some of the lifting, and the days it is needed might clash



2. Computers and IT

You love anything to do with computers and IT and have thought about whether to pursue a career in a related area



3. Basketball coach

Your basketball coach has asked you to put together a plan to prepare the team for a major tournament in four weeks. You haven't put together a training plan for the team before

Demonstrating proactivity: scenario 1



You are a construction manager with three housing projects on different sites which have similar deadlines. You only have a limited amount of heavy equipment needed to do some of the lifting, and the days it is needed might clash.

You've juggled different projects at once before so you think it will be fine. You decide to wait until the day when the equipment is needed on the first site and move it to the other site whenever the work is finished. This might delay some of the work at the second site, but you won't know until the day.

You decide to spend half a day creating a delivery plan, including which equipment is needed for each project and staggering when it is needed at different sites.

Steps 9 and 10



Aiming high
(proactivity)

Demonstrating proactivity: scenario 2



You love anything to do with computers and IT and have thought about whether you could have a career in a related area.

You decide to take Computing at school but leave it at that. Doing other things around computing would take up too much time. Once you start applying for jobs you'll know what other skills and experience you might need.

You take an evening coding course and practice your web design skills by helping your cousin create their new website. You look for work experience opportunities so you have an idea of which area you might like to work in.

Steps 9 and 10



Aiming high
(proactivity)

Demonstrating proactivity: scenario 3



Your basketball coach has asked you to put together a plan to prepare the team for a major tournament in four weeks. You haven't put together a training plan for the team before.

You decide to plan for two weeks and then see what you could change for the following two weeks. You know a personal trainer who you could call on closer to the time if you think you need them.

You put together a plan for the whole period, and arrange a check in with your coach to see what they think, before you share it with the rest of the team. You also decide to call a personal trainer to get some feedback, and arrange for them to join a training session once a week in the lead up to the tournament.

Steps 9 and 10



Aiming high
(proactivity)

Reflecting on aiming high (proactivity)



- How can we set goals in our stretch zone?
- Can you give examples of when you've done this?
- Why is it important to be willing to take on new challenges?
- When do we need to involve other people to achieve our plans?

A proactive approach to achieving goals

You have exams at the end of this term, and want to make sure you are prepared to achieve the results you want when the time comes

Step 1

Get a list of all of your exams with dates and times from your teacher

Step 2

Create a calendar showing when your exams are

Step 3

Think about which subjects you will need to spend more revision time on in order to feel more confident when taking the exam

Step 4

Find a relevant teacher or friend who you think is strong in these subjects and ask for constructive feedback, or arrange time to revise with them

Step 5

Create a study timetable that allows enough time to revise fully for each subject and includes break days

How being proactive got Alfred hired

10

