

Applications

Download the Application Form from www.iodguernsey.com

 www.facebook.com/guernseymanagementshadowing

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A TASTE OF MANAGEMENT

Learn from the top

A Guide to the IOD Guernsey Branch
Management Shadowing Programme



A message from our sponsor, KPMG

We are pleased to sponsor the IoD Management Shadowing Programme once again and look forward to taking part ourselves as employers. We believe this scheme is invaluable in providing students with an opportunity to experience life in a senior management position, in helping them develop communication and presentation skills and in giving them insight into their career potential. In this brochure you will see how our own staff with successful careers here at KPMG benefitted from the programme whilst students. We wish all students success in their Management Shadowing Week and look forward to meeting you at the Management Shadowing Presentation in October.

Mark Thompson
Chairman
KPMG Channel Islands Limited

Fact File

- KPMG is a global network of professional firms
- Provides Audit, Tax & Advisory services
- Operates in over 155 countries
- Employs more than 155,000 professionals worldwide

KPMG Channel Islands Limited

- 215 employees (115 in the Guernsey office)
- 20 Directors
- 20 students recruited to train for Accountancy & Tax professional qualifications each year, as part of a fully developed training programme

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**INVESTORS
IN PEOPLE** | Gold

THE TIMES
TOP 100
GRADUATE EMPLOYERS

I would genuinely recommend the Management Shadowing Scheme as I learned many management techniques in a real life business environment as well as improving my presentation skills.

This is a valuable opportunity that you will not get elsewhere.

Eliza Collenette
2014 Winner

The IoD Management Shadowing Programme presents a rare opportunity to gain first hand experience of management in action.

The Programme has been running in Guernsey for many years and has received huge support from the Guernsey Business Community that is happy to provide access to their senior personnel for the Island's students to shadow.

The IoD is committed to improving the understanding of business and its contribution to society. Management Shadowing provides an opportunity for the student to learn about business and management through time spent with a senior manager.

This guide is intended to provide information to students considering shadowing, to answer their questions and those of their parents and to provide details for businesses who have been involved in the Programme in the past or who are considering participating in the future.

We hope it is comprehensive but any member of the Management Shadowing Team is available to discuss any aspect of the Programme and how it may benefit you.

The Programme

The Programme is designed to give sixth form students the chance to shadow senior managers in the workplace and learn about management skills from first hand experience.

Management embraces many tasks including staff relations, dealing with clients and the public, administration, time management and organisational skills. Its breadth can only be fully appreciated when experienced at first hand.

The student will shadow a manager and establish a "one to one" relationship. The student's role is one of observation and watching how the manager works, with the student actively encouraged to ask questions about the manager's work ethic and views on management. It is a two way process and feedback is not only encouraged but is essential for both students and employers to benefit from the experience.

Management Shadowing is different to work experience that typically involves the student engaging in non-specialist tasks in the work environment so that they gain an experience within a particular industry sector. When shadowing, the student will be able to observe and learn from managers/directors who have a high level of responsibility within their organisation.

The student is the ever present "fly on the wall" who may encounter confidential workplace situations demonstrating the trust placed in them.

Managers are willing to have their actions and rationale scrutinised by the student, creating the unique nature of the Programme.



Why take part?

Students shadow managers in companies that cover all sectors of business within the island including:

Accountancy, Architects, Banking, Civil Service, Engineering, Insurance, Law, Media, Medicine, Retail and Utilities



Abbie Guillou
Audit Senior Manager, KPMG

Taking part in Management Shadowing opened my eyes to the wide range of opportunities available and helped me decide on my future career path.



Chris Goddard
Tax Manager, KPMG

The IOD Management Shadowing opportunity gave me the reassurance I needed that pursuing a career in accountancy was the right choice for me.

The student

- gains first hand knowledge of management, an essential skill used in all walks of life, whatever the final career or profession
- has a unique chance to develop social and interpersonal skills with senior people who are willing to share their expertise in a very different environment from the classroom
- can practice and develop interviewing, analytical and interpretation skills that are so important irrespective of career choice
- may get a taste of a career area in which they are interested or if undecided gain an insight into an alternative they might not otherwise have considered
- is given the opportunity to become more aware of the contribution of local industry and commerce and the way it works
- has the opportunity to gain experience in presentation and public speaking skills.
- stands the chance of being awarded one of the cash bursaries presented to the best students at the awards evening
- can include this valuable experience on their C.V.
- can have a lot of fun.

The employer

- can gain from the feedback given by the students
- has an opportunity to assist in the development of its own personnel by participating in the Programme
- can gain an insight into the needs and aspirations of the next generation of potential employees
- can benefit from working with the students and the schools in improving Guernsey's skill base
- is helping young people in Guernsey with their personal development.

What does the programme involve?

A range of dates is available for the 3 day placements usually over February half term, at Easter, at the end of the summer term or during the summer holidays with details shown on the Application Form.

Students typically shadow one manager but in larger organisations, the opportunity may be given to be with different people during the placement to broaden the range of experience.

The matching of the student with employer is made by the Management Shadowing Team based on the information provided by the student in the Application Form. Wherever possible the student will be placed within a business sector in which they have an interest however the Programme focuses on management skills many of which are the same regardless of industry sector. The shadowing experience is of great value even when a placement is not possible in a student's selected sector.

During the placement the student should make notes on what he or she observes, including management skills and styles. The student is encouraged to question the manager and his/her colleagues. Keeping a diary is a good way to document the experience and the notes will assist the student to critically consider the role of the manager.

Asking questions about the detailed workings of the business, the job and the problems is an essential part of the scheme. All of the employers have kindly volunteered for the scheme and expect to answer questions and provide explanations.

Prior to the placements students should use the web, etc to learn about the business of the employer and write down some objectives for the placement. They also need to make contact with the employer before the placement, to introduce themselves and ask if there is anything they need to know beforehand. Employers should make their requirements clear to the students on where the placement will occur, hours, who to report to, dress code and any security arrangements. It is essential that things go as smoothly as possible without administration getting in the way, but ensuring all essential matters, health and safety and security are taken care of as shadowing takes place in a work environment.

In September the student will make a short presentation of around 4 minutes in length, summarising their experience, describing their views on management and presenting their overall conclusions.

A judging panel will visit each school and assess presentation skills, the student's understanding of the role of managers, their analysis of the management techniques they saw being used and what the student felt they learned from the experience. The judging panel will select 10 finalists.

Presentation Skills training will be offered to all students before the judging takes place.

In October the 10 finalists repeat their presentations at an Awards Evening when the overall winner is chosen. All students, employers, parents, and IoD members are invited and awards are presented to the winning students and all students who have successfully completed the scheme receive a Certificate.

What do you think?

“It was extremely insightful as to my future career plans and interesting to be present in the daily dynamics of the office atmosphere. I think it was also confidence building to be put in a new environment independently.”

student comment

Feedback is essential for the continuing success of the Programme and ensuring that it is effective in contributing to the development of the students. We value hearing from employers, students and schools about their experiences of the Programme and invite comment from all involved with the scheme.

Students

The presentations provide an opportunity to give feedback but it is appreciated that personal or critical comments may not be appropriate in a public presentation. Accordingly confidential feedback can be given by the students on their placements which will help us in developing the Programme and improving future placements. Feedback on the general Programme is also helpful e.g. timing, organisation, assistance received etc.

Employers

Comments upon the conduct of the students are helpful to both the student and the schools. Feedback on the Programme as a whole, its administration and its value to the employers will enable us to refine and improve the scheme. If any problems arise during the placement help is at hand from the schools themselves via the person responsible for the Programme and a quick phone call can often deal with any difficulties. The Management Shadow Team is also available and will respond to any problems and difficulties with the employers or the schools as appropriate.

The aim of the Programme is to assist in the personal development of students and increase their awareness of business and management. This should be a positive experience and help and advice will be offered to make every placement a worthwhile time for all involved. The IoD and local businesses are proud to be able to offer this opportunity to the Island's students and have been delighted with the commitment shown by students and schools and the high quality of presentations in previous years.

We hope many of you will take part.

Amy Davies

Audit Assistant, KPMG

I would suggest Management Shadowing to any student who is unsure of their future career path as experience working with a skilled and professional individual can help you make the right decision.

The application process

“It opens up many opportunities to students and is a good experience, which would be difficult to obtain otherwise. Students are able to see how a company is managed, observing from the top rather than at the bottom.”

student comment

In December & January the Management Shadowing Team will make presentations to the schools and colleges explaining what is involved, how the students can benefit and answer any questions. Following the presentation, the students can discuss with their teacher whether they want to take part and the Management Shadowing Team will also be available to answer any questions.

Notes on completing the student application form

The completed Form is important as it will tell us a great deal about the student and help us place everyone appropriately. It looks like a job application - treat it as one! Ask for help if you are unsure how to complete it.

The prospective employer will be sent a copy of the completed Form prior to placement.

Your Details

Please complete fully so we know how to contact you and give an email address that you regularly check and is appropriate for use on a formal Application Form.

Placement Dates

Give as wide a choice of dates as possible - it helps your chances of getting your preferred placement.

It is easy and simple to apply

but your application must be submitted promptly to help the Management Shadow team find the best placement for you. Applications for a placement in February must be received before mid January.

Download the application form

from www.iodguernsey.com and once you have completed it, email the form to Joanna Watts, iodgms@gmail.com

Career Ambitions

Your focus when shadowing a manager is to observe and analyse management style, methods and their effectiveness and these are broadly similar across most business sectors. This means that you can learn about management regardless of the actual business of your placement company. If you wish, tell us your career ambitions and we will try to take this into account when finding a placement company for you but please remember that often this is not possible.

Subjects being studied and exams passed

These will help us match you with the right employers.

Employment and Work Experience

This is valuable information in getting the placement right. If you have had a bad experience tell us and say why a particular area may not be for you.

Hobbies

This helps us fit you with the culture of an organisation which is an important part of ensuring an enjoyable placement.

Health

Any difficulties can be taken into account and special requirements catered for without embarrassment.

How do you hope the Management Shadow Programme will benefit you?

Your thoughts and objectives are important, they help us make the right placement and help you to look back and see what you have achieved.

