



COULD YOU BOSS IT IN BOSTON?



QUEEN'S
UNIVERSITY
BELFAST

CAREERS,
EMPLOYABILITY
AND SKILLS



JOIN OUR UPCOMING INFO SESSION AND
DISCOVER MORE ABOUT OUR FUTURE SKILLS
FOR LEADERS PROGRAMME IN BOSTON.

**FUTURE SKILLS FOR LEADERS: BOSTON
INFORMATION SESSION**

19 OCTOBER, 12PM

THE CUBE, ONE ELMWOOD

[GO.QUB.AC.UK/CAREERSEVENTS](https://go.qub.ac.uk/careersevents)

Video

<https://youtu.be/K4CUpPLR5wU>

Eligibility

- Degree registered **Undergraduate Queen's University students** (Including integrated Masters degrees e.g. MSci or MEng) - any year, any programme of study, full-time or part-time.
 - The programme is not open to Postgraduate students, however Postgraduate students can avail of a [range of programmes run by the Graduate School](#).
- Preference will be given to students who have not already participated in the following programmes: Brussels Workplace Study Tour, New York Career Development Programme, the previous London Finance Tour, London Law Tour or Workplace Study Tour to Germany that were run by Careers, Employability and Skills.
- Past participants on the Global Leadership Programme including Global Leadership Experience: Asia are not eligible to apply.
- Participants on the 2020 Global Leadership Programme to San Francisco are eligible to apply providing they meet the criteria above
- Preference may be given to students from under-represented courses.
- In line with current USA travel requirements, proof of COVID-19 vaccination is required to participate in this programme.

Queen's Global Leadership Programme (105)



Toronto



New York & Washington DC



Hong Kong



Kuala Lumpur

Future Ready Skills for Leaders – Boston 2022/23

- Why are we offering this opportunity?
- What is the opportunity?
- How does this work?
- Application and selection process
- Costs

Why are we offering this Programme?

- Immersive International Experience – Queen's Strategy 2030
- Student Employability
- Leadership from a Global Perspective
- Cultural Awareness
- Global Networking
- Enhancing your student experience



What is the Opportunity?



- Active learning leadership programme
- Visits to US Organisations and Senior leader talks
- Team projects
- Training in innovation and Design Thinking to help address the challenge
- Networking events
- 25 QUB students (Open to all subject areas & year of undergraduate study)
- Heavily Subsidised Tour (£250 V's £1,500)- Department of the Economy & Queen's



What is the Opportunity?

On campus programme (2023: 5 & 6 Jan and 27 -29 Mar)

- Introductions, leadership, networking, guest speakers etc.
- The theme: **“How might Queen’s ensure our graduates are equipped to tackle 21st Century problems?”**
- Design Thinking Training
- Group project- research & interviews
- Preparation for the international trip

What is the Opportunity?

Visit to Boston (3 – 10 June)

- Visits to US Organisations and talks from senior professionals
- Networking events
- Cultural immersion/ free time
- Getting to know your group

What is the Opportunity?

Pitching & wrap up (14 & 15 June)

- Training on how to pitch an idea
- Pitch your idea to a panel
- Evaluation & programme review

Key Dates

Programme Summary:

5 & 6 January and 27 – 29 March – On campus programme at Queen's

3 – 10 June – Visit to Boston

14 & 15 June – Pitching and wrap up

Attendance throughout is compulsory!



How does this work?

Stages	Expectations – Learning	Commitment
Application & Selection	Stage 1: Create/ update your CV Write a Cover letter Email to goglobal@qub.ac.uk (By Oct 28, 2022) Stage 2: Video Interview	CV & Cover letter Video interview Accept offer <i>Pay contribution- £250*</i>
Preparation for the Experience	On line learning On campus workshops	Online prep material January 5 & 6, March 27-29
The Experience	Engage with organisations, events, alumni Record learning for post tour activity	Travel out- 3 June Travel back- 10 June
Post Experience	Reflection and Outcomes	14 & 15 June Present outcomes Review and Evaluation Future Ready Award (Formerly DegreePlus Accreditation)
Sharing the Learning	Dissemination activity	Contribution to materials or activity e.g. Go Global

Through this programme you can expect to...

- Greater understanding of Leadership
- Gain Leadership skills- problem solving, communication, networking...
- Develop Team Working & Project Management skills
- Gain Cultural Awareness & International experience
- Visit International Organisations
- Network with Students, Alumni & Senior professionals
- Ambassador for Queen's
- Gain Future Ready Skills Award Accreditation (previously known as DegreePlus)

Selection Criteria

Essential criteria:

- Understanding of the programme and motivation to participate in all aspects of the experience (before, during and after the week in the US)
- Be an active contributor to the programme demonstrating enthusiasm, relevant skills and strengths including:
 - Initiative and drive
 - Communication and teamwork

Desirable criteria:

- Confidence with social media and video production

What are we looking for?

- Students will be working in teams, so we are looking for people with a range of skills and experiences
- We want to see your motivation for addressing this particular theme and what perspective you could bring to address this challenge: **“How might Queen’s ensure our graduates are equipped to tackle 21st Century problems?”**
- We want to see evidence of how you meet the essential and desirable selection criteria.
- We welcome applications from people who already have leadership experience and/or international experience as well as those who have experience of neither

How to Apply?

We are looking for :

1. A covering letter which expresses your motivations for the programme and summarises the key skills, strengths and attributes you can bring
 - We expect the covering letter should be no more than 800 words.
 - It should clearly state whether you have already participated in: Brussels Workplace Study Tour; New York Career Development Programme; the previous London Finance Tour, London Law Tour Workplace Study Tour to Germany that were run by Careers, Employability and Skills
 - Past participants of the Global Leadership Programme, including Global Leadership Experience Asia are not eligible to apply.
 - Please address your covering letter to “Dear QUB Careers”
2. A CV which provides evidence of how you have developed and demonstrated those skills, strengths and attributes.
 - Your CV should indicate your degree programme and year of study.

bit.ly/3pGLH5G



Read your CV from the recruiter's perspective: does it show you have the skills they have asked for in the job description?

There is no perfect format, and CVs differ between countries(Goinglobal accessed via [MyFuture](#) has tips on country-specific CVS), and even between industries – a graphic designer's CV will look much different to an engineer's, for example.

Allocate space according to relevance (your GCSEs shouldn't take up more space than work experience), be concise and make sure important information stands out in a scan read or for someone reading on screen.

SOME GENERAL CV RULES

- Keep it to 2 pages maximum (1 page for part-time work experience)
- Don't include a photo in the UK(unless you are an actor or a model) - Omit your date of birth
- Present the information in reverse chronological order (your most recent job first).
- Order your sections according to relevance to the reader (for a graduate job this is likely to be 'Education and Qualifications', or 'Employment Experience' for a part-time job)
- Avoid copying a template as this can limit you,but look at example formatson Prospects and TargetJobs.

[More on CVs and Cover Letters](#)



Check your CV online

Sign into [Queen's VMock CV Checker](#) and upload a PDF version of your CV to receive feedback on your CV in 15 seconds. You'll get feedback on three key areas: Impact, Presentation and Competencies. A colour coded score system using green, amber and red lets you know which areas you need to work on.

UPDATE: You have the option of choosing what you are using your CV for: a



A good application form takes time (around 6-8 hours, as a guide, including company research), so be methodical.

Read the questions, draft your answers and spell check before you copy and paste into the form, making sure to keep a record of the answers you submit. Make the most of your word count, hitting key competencies with the STAR format: Situation, Task, Action, Result. Lots of shorter points are better than one or two rambling ones.

In a personal statement, address each of the criteria in the selection criteria.

Find more top tips on [Targetjobs](#) or book an application form appointment with a Careers Consultant via [MyFuture](#)

INTERVIEWS

Congratulations!

If you have got as far as in interview, it means you're CV or application has successfully evidenced how you match the skills and experience the recruiter is looking for. It's now time to make the most of the opportunity and secure that position. Yes, interviews can be nerve-wrecking, but we have plenty of resources and tips to help you.

Blog: [4 Ways to Prep for a Job Interview](#)

Blog: [5 Things We Know About Virtual Recruitment](#)

[Interview body language tips](#)

[Controlling interview nerves](#)

[More about interviews](#)



COMMON INTERVIEW QUESTIONS

Preparing for interviews

How to submit your application

- Create one MS Word document which includes both the covering letter and CV.
- Save this document in MS Word with the title “Future Ready Skills for Leaders: Boston.”
- Email the MS Word document to goglobal@qub.ac.uk
- The deadline for uploading your application is **12 noon on Friday 28th October.**

If you have any questions regarding the application process please email goglobal@qub.ac.uk

If you consider yourself to have a disability and require additional support with the recruitment process, please email goglobal@qub.ac.uk before the deadline



Visa

- We expect that most students should be able to travel under the ESTA visa
- We will be flying from Dublin so an additional visa (for ROI) may be required
- Students are responsible for arranging/ paying their own visas for travel and should check their eligibility before applying to this programme
- **If a student is offered a place on this programme but is unable to arrange a visa in time, their place will be offered to another student (February)**



Costs

- £250 (Transport and accommodation)
- 2 instalments of £125 each*
- It is recommended that students bring enough funds to have around \$30-40 per day to cover their expenses.

*If the cost of this programme is discouraging you from applying, please contact goglobal@qub.ac.uk so that we can discuss alternative payment arrangements.



Additional information

- Degree Plus- students completing all parts of this programme will gain Future Ready Skills Award accreditation (previously known as DegreePlus).
- We will travel to and from the USA as a group. We can't accommodate students travelling out to the US earlier or staying in the US after the trip.
- Please direct any questions after today's session to goglobal@qub.ac.uk

Questions?