

The Prince's Responsible Business Network

BITC's job coaching programme BOOSTING JOB PROSPECTS THROUGH COACHING

Referral Partner Briefing Session 2023







BITC JOB COACHING OUR AIMS TODAY

Understand the programme and how it can support your customers

Identify which of your customers it is suitable for

Feel confident about talking about the programme with customers and encouraging them to take part

Know how to refer customers

Be able to share this with others in your offices







WHAT IS BITC'S JOB COACHING PROGRAMME?

Unemployed jobseekers moving towards their next job

with the support of one-to-one coaching provided by responsible businesses

Clients are referred by their specialist advisers and join our online platform.

Clients are matched to a suitable volunteer coach to help them improve their employability prospects.

They receive 1:1 support from a business coach for up to six sessions, by phone or online. They gain access to further resources, information and other opportunities to help build skills and improve chances of success.



ESSENTIAL & DIGITAL SKILLS - WORKPLACE KNOWLEDGE -CV AND INTERVIEW TECHNIQUE CONFIDENCE AND WELLBEING - CONNECTIONS TO INCLUSIVE EMPLOYERS



OUR MATCHES



BUSINESS IN THE COMMUNITY

The Prince's Responsible Business Network

OUR JOB COACHES



Senior Marketing Manager

"A marketing and business strategy specialist with over 15 years' experience and has held senior positions in financial services, research and event industries"

MORGAN SINDALL

Senior Technical Engineer

N "Currently working within the nuclear industry with past experience working in water treatment. An experienced coach and STEM ambassador with 10 years of experience in Construction and Engineering."



Creative Propositions Consultant

(Graphic Designer)

"I work in the Marketing department of a building Society. My role is that of a Graphic Designer. I have an excellent knowledge of the mortgage and savings industry as well as anything creative."



Head of Finance

"Accounting professional involved in the social housing sector ... Passionate about social housing and the organisations like my own that exist to benefit communities. Having suffered personal challenges at the start of my career, I'm looking to support an individual to build resilience and confidence to achieve their own ambitions and goals."



69% OF CLIENTS WHO COMPLETED THE PROGRAMME WENT INTO EDUCATION OR MENDION

"I've had three sessions with [my client] and she has already found a job. I've thoroughly enjoyed supporting Victoria, and I think the job coaching programme is fantastic and will help so many people."

"

"The last 18 months haven't been easy, especially for those of us without the comfort of job security, but I've found interactions with my coach to be motivating and particularly helpful for planning next steps."

Don, participant

"

"Sessions are going great and my coach has been brilliant. We've been working to look at skills from a different perspective and applying them in different ways."

Derek, participant

Tom, coach



WHO CAN THE PROGRAMME SUPPORT? (1)

ONBOARDING



Jobseeker registers for the Job Coaching programme via referral partner



Jobseeker creates online profile and outlines areas for support



Jobseeker selects a coach out of a choice of three based upon their location



Request is accepted by coach

ELIGIBILITY CRITERIA

This programme is aimed at those who:

- are aged 18+
- are unemployed and ready for work;
- speak good conversational English (level 1);
- have access to an email address and a phone;
- would benefit from the support of a 1:1
 volunteer coach to support them to build their skills, enhance their wellbeing and improve chances of progressing into employment.

COACHING

Coach reaches out to jobseeker to book in first session



Sessions are prepared and delivered by coach



1111

Jobseeker and coach reflect upon progress and complete Exit Survey

Jobseeker accesses signposting opportunities for further development and employment





WHO CAN THE PROGRAMME SUPPORT? (2)

I have no work history. I'm a refugee who is currently at college. I need help with mock interviews and interview techniques. I've attended interviews in the past, frozen and stuttered.

I have difficulties with digital skills, particularly emails and online applications.

I spent 20 years in publishing and journalism as a picture editor and researcher.



I have a brand strategy and marketing background (marketing director) and client service director. Returning to work after having a child, I have worked in a betting office and supermarket, I'm now looking to have a career.

I was made redundant in March having been employed for 10 years as an Events Coordinator





OUR CURRENT JOB COACHES





3 STEPS TO REFER **YOUR** CUSTOMERS TO BITC'S JOB COACHING PROGRAMME

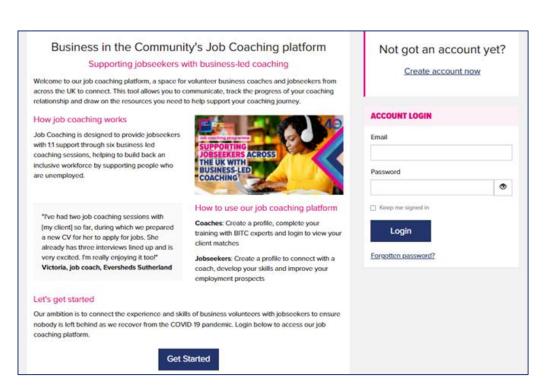
Register here BitcJobCoaching.onpld.com



- 1. Register an account
- 2. Complete a profile
- 3. Select a coach

To complete this, either:

- Take a few minutes to support your customer to do this during their appointment, or
- Offer them the link to complete in their own time





STEP 1: Register an account

- Go to <u>https://bitcjobcoaching.onpld.com</u>
- Click on 'Get Started'
- Complete the registration form and the four declarations.

If you are completing it on behalf of the customer, input a random password on the first page, as the customer will receive an email enabling them change it at their convenience.

Declaration of consent

I consent to all of the information which I disclose on this form (including sensitive information relating to my physical or mental health) being used and shared for the purposes set out in the data protection statement above.

I understand that if it is subsequently discovered that any statements from me are false or misleading, I may no longer be eligible for the programme.

- Please confirm you agree to the declaration of consent
- Please confirm you are 18 years or older
- Please confirm you are currently unemployed and actively looking for work or work alternatives (apprenticeships, traineeships, work placements)
- Please confirm that you speak good conversational English (can hold a conversation with a BITC coach for an hour)

Create Account

The information you enter on the system will only ever be used as part of the mentoring platform. Read more about how we handle and protect your personal information.





STEP 2: Complete the profile form

To help us track your referrals and provide you with feedback, please give your name, email address and connection to the customer.

Name of contact at organisation Email or phone of contact Optional Please select organisation Which part of the UK do you live in? Please select a contact method Please select your region • Yes No Work history If cell optimistic about your wellbeing. Please select the option that be describes your experiences relating to your employment journey, or select. The end of the UK do you live in Wales, would you require a Welsh speaking coach? Yes No Work history If cell optimistic about any previous work experience / history. We will have this with you EffC Coach to help them understand what spoort you will need and what job opportunities to look for with you during the session (no more than 240 characters). What type of employment/sector would you like to go into? Any additional supporting needs you would like us to know about Optional No more than 240 characters Please select one or more, or 1 have not faced barriers* We would like to monitor the equal opportunities within this programme, please the your coach. The programme covers 4 kay areax: essential skills, employability skills, digial skills and with gour coach. Age Sex Please select your age * Please select your sex	Which organisation referred you? Internet access (data / will) Please select organisation Email or phone of contact Name of contact at organisation Email or phone of contact Optional Device with internet access Which part of the UK do you live in? Please select your region Please select your region • Hy ou live in Wales, would you require a Welsh speaking coach? • Yes No Work history I feel motivated in looking for work In a few words, please tell us about any previous work experience / history. I feel motivated in looking for work In a few words, please tell us about any previous work experience / history. I can cope with rejections and knock backs on my job seeking journ and what job opportunities to look for with you during the session (no more than 240 characters). What type of employment/sector would you like to go into? Any additional supporting needs you would like us to know about Please select one or more, or 1 have not faced barriers* We would like to monitor the equal opportunities the flowing questions or selecting "Prefer not to say". Your are not shared with your coach. The programme covers 4 kay areas: essential skills, employability skills, digital skills and with your coach. May coach. The programme covers 4 kay areas: essential skills, employability skills, digital skills and with your c	Are you completing this on behalf o	f someone else?	Device access	
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Ethnic group	Ethnic group		coach.	Ethnic group	





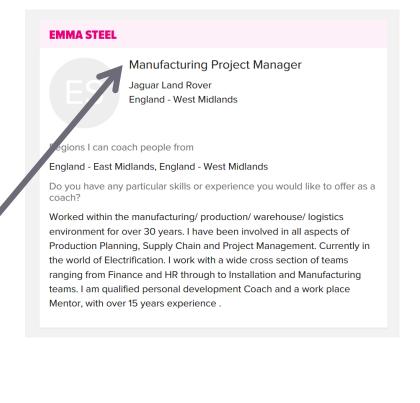
ROYAL

FOUNDING

STEP 3: Select a coach

The client chooses the coach they want to work with from three coach profiles.

MATCHING C	OACHES		
	Miss Sarah Test IT Manager Jaguar Land Rover England - North West	Regions I can coach people from: England - North West	<u>View Details</u>
	Mr Bob Test Medical Writer Pfizer England - North West	Regions I can coach people from: England - North West	View Details
	Mrs Amy Test Accountant Lloyds Banking Group England - North West	Regions I can coach people from: England - North West	View Details



- Follow the on-screen instructions to send a request to a coach.
- Then log out from the platform.
- For the client, further engagement with the platform is optional.



WHAT HAPPENS THEN?

- Client receives an email notification when the coach accepts the request.
- The coach will then get in touch within a short period.
- If no coach is currently available for the client, they will be asked to contact <u>coaching@bitc.org.uk</u> where the programme team will match them with a coach as soon as one becomes available.







ADDITIONAL RESOURCES AVAILABLE TO YOU





JOB COACHING PROGRAMME SUPPORTING JOBSEEKERS WITH COACHES FROM THE UK'S LEADING BUSINESSES

BITC's job coaching programme can help you overcome common recruitment barriers and develop the skills and confidence to find employment.

HOW IT WORKS:

We will match you with an expert coach from one of our member businesses (including Axa, Barclays, Lloyds, Enterprise Rent-A-Car, Pfizer and Capita) to help you improve your employment prospects. The programme consists of six, 60-90min sessions delivered online or over the phone. Programme benefits:

- Develop essential and digital skills
- Increase workplace knowledge
- Improve CV and Interview technique
- Develop confidence and wellbeing
- Further your connections to inclusive employers



OF JOBSEEKERS WHO COMPLETED OUR JOB COACHING PROGRAMME WENT INTO EITHER EDUCATION OR EMPLOYMENT

WHO CAN JOIN JOB COACHING?

If you meet the following requirements, we would love to welcome you to the programme:

Aged 18+

- Currently unemployed
- Can speak conversational English
 Have access to an email address and a contact phone number
- Are happy and willing to work 1:1 with a business volunteer

"Sessions are going great and my coach has been brilliant. We've been working to look at skills from a different perspective and applying them in different ways." Derek, participant

Register through your support organisation via this link: https://bitciobcoaching.onpld.com/

Client / Referral Partner Instructions

The process to request a coach has 3 stages and should be completed in one setting either by the client, the referral partner alongside a client, or on a client's behalf.

Requesting a Coach

1. Register an account

Go to https://bitcjobcoaching.onpld.com and click on 'Get Started':

Business in the Community's Job Coaching platform



BUSINESS IN THE COMMUNITY'S JOB COACHING PROGRAMME: COACHING TO DEVELOP SKILLS, WELLBEING AND CHANCES OF SUCCESS

Our business volunteers offer 1:1 coaching - developing skills, increasing confidence & supporting positive wellbeing.

What is the Job Coaching Programme?

As a result of the pandemic and the impact on unemployment levels, Business in the Community aims to connect trained business volunteers to offer tailored support to jobseekers with: Be motivated and willing to spend time outside of coaching sessions to reflect and continue working

By taking part in BITC's Job Coaching Programme, clients will:

Not not an account yet?



<u>COVID-19 find work</u> (bitc.org.uk) BUSINESS IN THE COMMUNITY The Prince's Responsible Business Network



Garfield Weston

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NEXT STEPS

We look forward to helping you to support your clients.

Contact the Programmes team at BITC for additional support to refer your clients and customers to our job coaching programme:

coaching@bitc.org.uk

Wednesdays	Customer briefing
11am	For your unemployed customers to register.
Wednesdays	Colleague briefing
2pm	Learn about the programme and how to reference

Supported by:







HAVE WE ACHIEVED OUR GOALS TODAY?

- Understand the programme and how it can benefit your customers?
- Identify which customers it is suitable for?
- Feel confident about talking about the programme with customers and encouraging them to take part?
- Know how to refer customers?
- Are able to share this with others in your team?

ROYAL FOUNDING PATRON

