

LEARN FROM THE TOP



Inspiring business

Your Guide to taking part in the IoD Guernsey Branch Management Shadowing programme 2019





HELLO

A message from our sponsor, KPMG Channel Islands Limited

As a Channel Islands firm, we are immensely proud of our long standing partnership with the Institute of Directors (IoD) Management Shadowing programme in both Guernsey and Jersey. This programme is a great example of collaboration between business and education in the islands.

It is always impressive to see the level of access all of the participating businesses give to students and the opportunities to learn about leadership and management. I am confident that this experience will prove beneficial to your future career, give you a unique opportunity to learn valuable skills and set yourself apart from the crowd.

I'd like to wish all students success in their Management Shadowing placement and look forward to seeing you at the Management Shadowing Awards next October.

Neale Jehan
Managing Partner
KPMG Channel Islands Limited



Fact File

KPMG is a global network of professional firms
Provides Audit, Tax & Advisory services
Operates in over 153 countries
Employs more than 200,000 professionals worldwide
www.kpmg.com/channelislands

KPMG Channel Islands Limited

265 employees
(128 in the Guernsey office)
22 Partners
25 trainees across all service lines, including 2 apprentices
25 students and 1 apprentice recruited each year

A CHANCE TO SEE BUSINESS FROM THE INSIDE

“Participating in the Management Shadowing Scheme finely tuned my presentation skills. Winning the competition increased my self-belief and greatly influenced my decision to study at a European university. I felt well-versed in business matters, management hierarchy and gained confidence in the idea that I could excel studying in The Netherlands. Already halfway through my first year, countless times I have used the skills I acquired during the scheme.” Carys Bromley, Grammar School, 2017 winner

The programme has been running in Guernsey for many years. It receives huge support from the Guernsey Business Community, with a wide range of local organisations taking part.

The Management Shadowing programme provides an opportunity for the student to learn about business and management through time spent with a senior manager within a local business.

This guide provides information to students considering applying for the programme. It also provides details for businesses who have been or would like to be involved.

Members of the Management Shadowing team are 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 firsthand.

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 firsthand.

Those who are selected to take part will shadow a manager over three days and will establish a “one to one” relationship. The student’s role is to observe how the manager works and is actively encouraged to ask questions about the manager’s work ethic and views on management. It is a two way process and feedback is essential for both students and employers to benefit fully.

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.

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



2018 WINNER
Ellie Coburn with Shadow Manager David Bromley, SG Kleinwort Hambros Bank

PLAY YOUR PART

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

Accountancy, Architecture, Banking, Civil Service, Engineering, Insurance, IT, Law, Media, Medicine, Retail, Utilities and Government



ELLIE COBURN

Ladies' College student and 2018 Winner

I would encourage anyone who is considering to enrol in the Management Shadowing scheme to sign up and embrace it head on. This brilliant opportunity not only massively enhanced my confidence but also provided me with lifelong skills. Despite not wishing to start a career in an office environment, my placement at Kleinwort Hambros gave me an interesting insight of how an office is run along with the tasks and responsibilities for someone in a senior management position. As well as finding this a rewarding and insightful experience, I was thrilled to be declared the overall winner of 2018.

YOU CAN

- Gain first hand knowledge of management, an essential skill used in all walks of life, whatever your final career or profession
- Have a unique chance to develop social and interpersonal skills with senior personnel who are willing to share their expertise in a very different environment to the classroom
- Practice and develop interviewing, analytical and interpretation skills that are vitally important irrespective of career choice
- 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
- Have the opportunity to become more aware of the contribution of local industry and commerce and the way it works
- Gain experience in presentation and public speaking skills
- Stand the chance of being selected as a finalist and awarded a certificate and prize. Overall winner receives The Martyn Mann Trophy.
- Include this valuable experience on your C.V.
- Have a lot of fun!

THE EMPLOYER

- Gains from the feedback given by the students
- Has an opportunity to assist in the development of their own personnel by participating in the programme
- Gains an insight into the needs and aspirations of the next generation of potential employees
- Benefits 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 YOU'LL BE DOING

A range of dates are available for the three day placements 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, there is the opportunity to work alongside different people during the placement to broaden the range of experience.

The matching of the student with an employer is made by the Management Shadowing team based on the information provided by the student on 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. Students will therefore greatly benefit even if its not possible to place them within their 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.

The notes also assist the student when it comes to critically considering the manager's role.

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

Prior to the placements students should use resources such as the Internet to learn about their business placement and write down some personal objectives. 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, ensuring all essential matters, health and safety and security are taken care of.

In September the student will make a short four minute presentation, summarising their experience and their views on management.

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

Presentation Skills training will be provided 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 and presented with the Martyn Mann Trophy. All students, employers, parents and IoD members are invited and awards are presented to the finalists. All students who have successfully completed the programme receive a Certificate.

YOUR OPINIONS

“It was insightful and beneficial to my future career plans to be present in the daily dynamics of the workplace atmosphere, and it was confidence building to be placed in a new environment.” student quote



Feedback is essential for the continuing success of the programme to ensure it is effective in contributing to students' development. We value hearing from employers, students and schools about their experiences of the programme and invite comment from all involved.

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.

Students

The presentations provide an opportunity to give feedback however 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 develop the programme and improving future placements. Feedback on the general programme is also helpful.

Employers

Comments on the conduct of the students are helpful to both the student and schools. Feedback on the programme as a whole, its administration and its value to the employers enables us to refine and improve the programme. If any problems arise during the placement, help is at hand from the schools themselves and a quick phone call can often deal with any difficulties. The Management Shadowing team is also available and will respond to any problems and difficulties with the employers or the schools as appropriate.

We hope many of you will take part.



2018 Finalists

GET INVOLVED

“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 quote

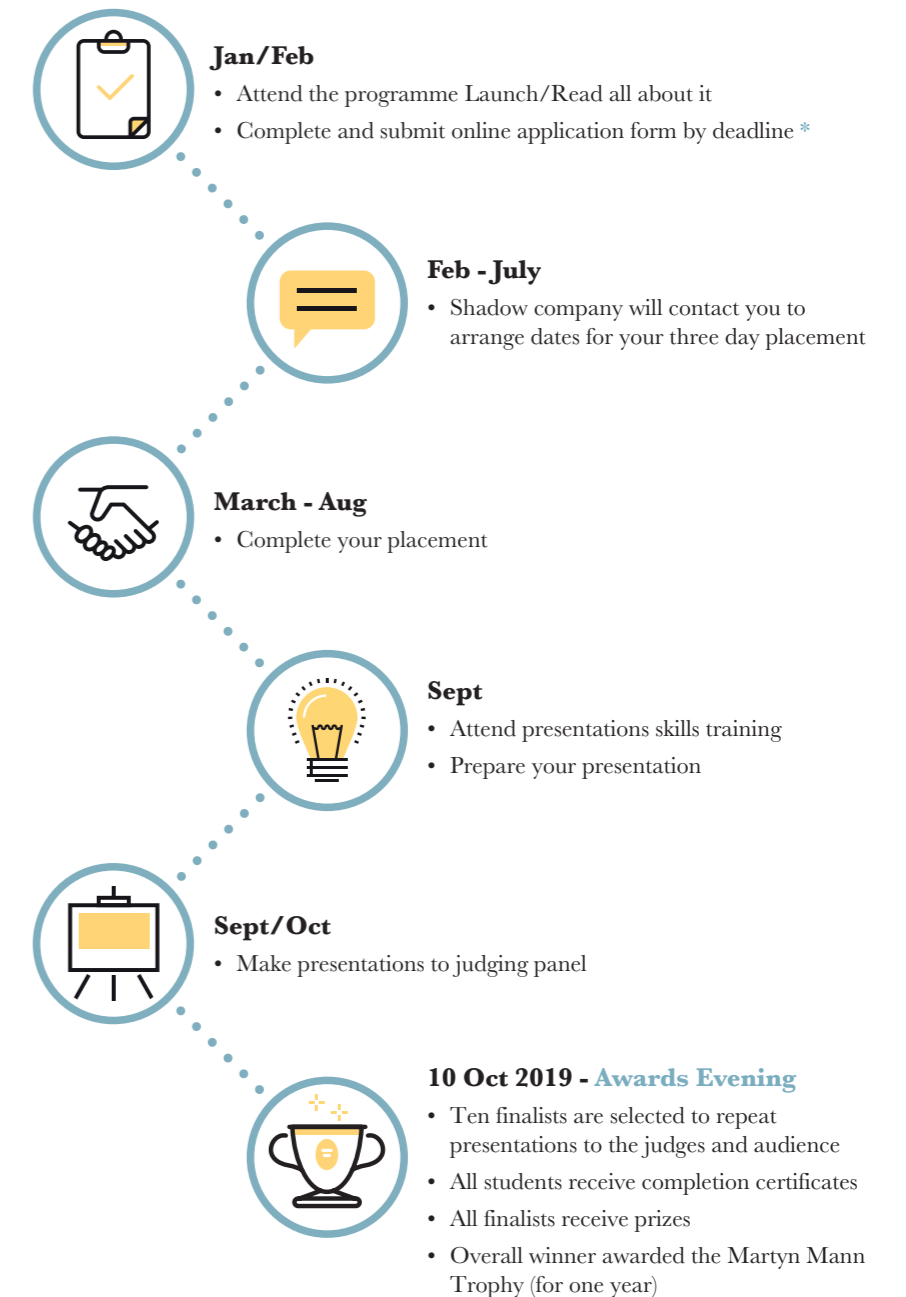
In December and January the Management Shadowing team will make presentations to the schools and colleges explaining what is involved and how students can benefit.

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.

Due to limited places, students are then invited to apply for the programme by completing the application form. Students should check the deadline on the form to ensure they do not miss the entry date. Completed forms will then be discussed with the students' teachers together with a member of the IoD committee to select the candidates they believe will benefit most from the programme.

It is easy and simple to apply but your application must be submitted promptly to help the Management Shadowing team find the best placement for you. You will be informed of the cut off date for applications on the application form.

Download the application form from www.iod.gg
Once completed, email the form to: gg-fmiodgms@gmail.com



* Please refer to the application form for further details

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“The Management Shadowing programme is a fantastic opportunity for a young person to not only grow their understanding of business management, but a chance to challenge themselves with something new. Students every year tell me that they are nervous to give a presentation and sometimes feel like they can’t do it. The pride that they show when they have faced up to the challenge is great to see.” Doug Belford, Grammar School

The Institute of Directors (IoD) has been supporting businesses and the people who run them since 1903.

As the UK’s longest-running independent organisation for professional leaders, the IoD is dedicated to supporting its members, encouraging entrepreneurial activity and promoting responsible business practice for the benefit of the business community and society as a whole. The IoD provide a link between business and government, ensuring member views are taken into account when the government is reviewing policy, legislation or seeking the opinions of the wider business community. High standards of excellence and professionalism in the boardroom are essential for businesses to succeed, and the IoD has been supporting leaders in their professional development for many years through wide ranging programmes of training and professional qualifications.

With 30,000+ members through 48 regional branches across the UK (including Guernsey and Jersey), members are some of the most skilled and prominent leaders in the UK, from start-up entrepreneurs to FTSE board members, directors in the public sector and CEOs of multinational organisations.

The Guernsey branch of the IoD has over 780+ members representing all business sectors in the island, and is a widely respected professional organisation. For more information please see www.iod.gg

Applications

Download the Application Form from www.iod.gg/development/management-shadowing



www.facebook.com/guernseymanagementshadowing

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