

# MODULE 15: PREPARE FOR ACTION

## INTRODUCTION

This module is meant to prepare students practically for job interviews, of which setting realistic goals and CV writing is an important part. It is also the last module, which makes it a day of celebration!

## OVERVIEW



### Knowledge

- The students know what a CV is and how they can best present themselves in a CV for a specific job.



### Attitude

- The students learn to turn their dreams into action.



### Learning Goals

- The students focus on their dream internships and prepare for that.



### Skills

- The students develop a CV.

Session 15A: Dreams come true

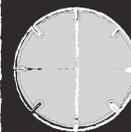
Session 15B: Job Interview

Session 15C: Celebration

## BEFORE YOU START, YOU NEED...

- Markers and pens
- Flipcharts in place
- Large pieces of paper
- Printed student diaries
- Printed CV template

- (attached) for each student
- Printed supplementary pieces
- To prepare the celebration!



- Preparation time (60 min)
- Training sessions:  
Session A: 90 min  
Session B: 90 min  
Session C: 30 min  
+ CELEBRATION!



# SESSION 15A: Dreams come true



## Knowledge

- The students know what a CV is and how they can best present themselves in a CV for a specific job.



## Learning Goals

- The students focus on their dream internships and prepare for that.



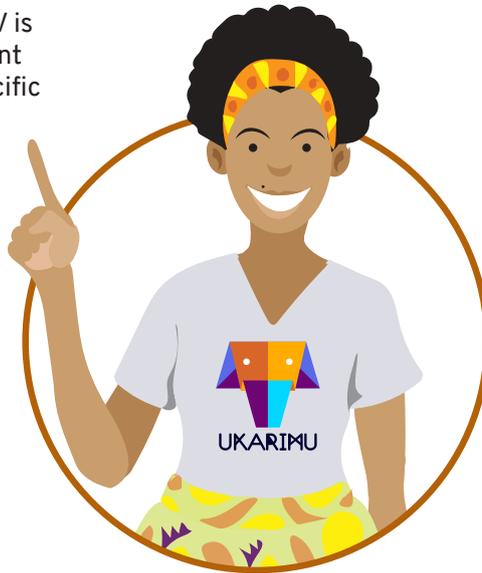
## Attitude

- The students learn to turn their dreams into action.



## Skills

- The students develop a CV.



## AGENDA



### Energizer

(10 min)



**Exercise:**  
Make your dreams  
come true!

(25 min)



**Exercise:**  
CV writing

(60 min)



## INSTRUCTIONS

### Energizer (15 min)



The energizer team leads an energizer.

### Exercise: Make your dreams come true (20 min)



#### SAY

- *We have come to the last module of your training. What a great achievement. We have learned so many new things and we believe that you are ready now to go out there and put the things you learned in practice in a real hospitality situation. To prepare yourself an internship, we will practice job interviews, prepare a CV and set yourself realistic goals.*
- *And last but not least: we will celebrate your graduation at the end of this last module!*

#### SAY

- *This session is designed to help you turn your dream into reality.*
- *Do you still remember what kind of jobs you dreamed of when you were little?*



#### FACILITATOR'S NOTE:

*Ask a few students to share their dream job when they were little.*

#### ASK:

- *Do you know the difference between a realistic and an unrealistic dream?*
- *Who can mention an unrealistic dream?*
- *Who can mention a realistic dream?*
- *What is the difference between the two?*

#### SAY

- *It is important to set a realistic goal because if you are setting an unrealistic goal you might be disappointed and feel discouraged.*
- *But let us continue with dreaming. To make it even more real we will use visualization.*



**ASK:**

- Who can explain what visualization is?

**SAY**

- Let's visualize together!

**TIP FOR THE FACILITATOR:**

Maybe you can put some nice music in the background.

- Now take a comfortable position in your chair or lay on the floor. Close your eyes.

**FACILITATOR'S NOTE:**

While they lie on the floor, you want them to image their life in the coming years. Ask them to think about it and picture it, but in silence.

**SAY**

- One year from now: Ideally, what are you doing at the moment? Where? With whom? What do you like most about your current job? What don't you like? Which qualities did you develop in yourself to get here?
- Three years from now: the same questions.
- Ten years from now: the same questions.
- Thirty years from now, when you to retire: what are you most proud of when you look back at your career?

**TIP FOR THE FACILITATOR:**

Use humour and funny examples during the visualization, such as:

- How pretty is your wife/husband?
- How many children do you have now?
- In between each round you can also change the music or use a jingle.

Give them time to think and feel also, you don't have to talk all the time.

**SAY**

- Now it is time to create your next dream ...
- Decide for yourself what your ideal internship would look like. Use your diary to fill it in. Be as detailed as possible for each of the four moments in your career.



My job in ten years from now



My job in 3 years from now

My job in one year from now

If this is my path, what internship would be best to aim for?



# Exercise: CV writing (60 min)



## SAY

- Who knows what a CV is?



### TIP FOR THE FACILITATOR:

Make sure you listen to a few responses before you move on to keep it interactive.



#### FACILITATOR'S NOTE:

- CV is an abbreviation for Curriculum Vitae.
- A curriculum vitae is a document used to list one's qualifications and apply for employment.
- If a job advertisement asks for a CV, that's a hint that the employer expects life experience and accomplishments, including education, previous work experience.

## SAY:

- During the rest of the session we will start with writing a CV. I will hand out a few example CVs from the hospitality sector. In groups of four you have to identify the key elements of a CV. First, take 10 minutes to read through them.



#### FACILITATOR'S NOTE:

Give them enough time (10 minutes) to read and then use Q&A to explore all the ingredients of a CV and put them in the right order on a flipchart (look at the template to check if you have all building blocks).

## SAY:

- In the next 15 minutes you take time for yourself to start listing your CV with pen and paper using the CV template. This is a draft version, so no need to make it perfect immediately.



#### FACILITATOR'S NOTE:

Either use the building blocks you wrote down on the board or flipchart or print the CV template for each student.



 **SAY:**

- Now sit in groups of four and share your CVs with each other and give each other feedback. You have 20 minutes for this.



**FACILITATOR'S NOTE:**

Share their CV with the rest of the class and get an evaluation from the class.



**FACILITATOR'S NOTE:**

Take ten minutes for additional Q&A and show good examples.  
Explain also that a CV should be updated every time you switch jobs.

 **SAY:**

- No take 5 minutes to finalize your CV. Try to be neatly so someone else can easily type it over. Than hand in your written CV to me and I will give you some additional feedback. After finalising you will receive a printed CV from us.



**FACILITATOR'S NOTE:**

Take care of that copy so that you can go and make copies of their CV for them to go and apply for an internship.



# SESSION 15B: Job interview



## Knowledge

- The students know what to expect from a job interview, the type of questions are asked in an interview and they have an idea about how to behave.



## Learning Goals

- The students are fully prepared for a job interview and will excel in it.



## Attitude

- The students are more confident during a real job interview.



## Skills

- The students practice a job interview.

## AGENDA



**Energizer:**  
Pleased to meet you

(10 min)



**Exercise:**  
Job interview in brief

(20 min)



**Exercise:**  
The moment of truth

(55 min)



**Reflection:**  
Diary

(5 min)



## Energizer: Pleased to meet you (10 min)



### SAY:

- Here is an energizer that fits the purpose of today. You only get one chance to make a first impression. Let us first have some fun with crazy handshakes before we get serious!
- Want to introduce yourself in a memorable way? Build a handshake!
  1. Find a partner.
  2. Make a two step handshake (examples of steps: handshake, pound it, high five, snap, be creative).
  3. Practice, make sure both partners know the steps and can teach it to someone else.
  4. Find a new partner (both people).
  5. Show each other previously learned handshake steps.
  6. With new partner collaborate to decide which of the two handshakes to build on.
  7. Work with new partner (from step 4) to add two new handshake steps to previously chosen handshake.
  8. Practice, make sure both partners know all 4 steps and can teach it to someone else.
  9. Repeat steps 4 through 7.
  10. Make sure both partners know all 6 steps to the handshake and can perform it for the whole group.
  11. Have each final pair demonstrate their final 6 step handshake for the entire group.
  12. Once every pair has performed have each group member vote (by raising hands) for the most memorable final handshake.
- This was fun but please don't be too funny when you go out for a job interview!
- It is important to act as if you are seriously ready to work in a professional working environment.

## Exercise: Job Interview in brief (20 min)



### ASK:

- What happens when you have delivered your CV to the company that you would like to do your internship with?

**FACILITATOR'S NOTE:**  
Listen to a few answers

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 **SAY**

- If the company has an opening they will ask you to come back for an interview. An interview with who? That can be an HR manager, a supervisor of the department or the manager of the hotel or a combination of them.
- If you are not asked to come in for an interview, don't panic. Just try again. There are so many places out there and one of them will need you. and the good thing is, the more interviews you do, the better it goes. So it is even worthwhile to first approach a company that is not your first choice... so you are better prepared for your number one choice.
- The bottom line of doing a successful interview and getting the job in is prepare and practice. And that is what this session is all about.
- But let us first listen to the experts:
- Video: "common questions and answers".  
<https://www.youtube.com/watch?v=1mHjMNZZvFo>

 **ASK:**

- Which questions do you think will be asked during a job interview?

**FACILITATOR'S NOTE:**

Write down the answers on a flipchart.

Add other frequently asked questions during a job interview:

- Tell me about yourself. ...
- Why did you decide on a **career in hospitality**? ...
- Describe **your** role at the **hotel** where you are currently employed? ...
- Why are you looking to leave **your** current position? ...
- Describe **your** worst **day at work**. ...
- What is **your** greatest professional weakness? ...
- What does **hospitality** mean to you?

- Video: "How do you dress for a job interview?"  
<https://www.youtube.com/watch?v=ICEvZWvmDbq>

 **SAY**

- Now we will practice the interview.
- We will swap roles every 20 minutes to make sure you all have been an applicant, an interviewer and an observer at some point.





### FACILITATOR'S NOTE:

*This is how it goes:*

*Do a short example in front of the group with two volunteers and yourself in the role of the job interviewer. After the interview, invite the observer also to give some feedback.*

*Divide them into groups of 3 now, they will work separately and you walk around for support. Every round a trainee will be interviewer, job applicant and observer. Give them a few minutes to prepare.*



### SAY:

- We will do three rounds of 15 minutes in which you play one of the three roles together. Each job interview takes place for 12 minutes, followed by 3 minutes of feedback from the observer and the interviewer to the applicant. Also give feedback on their first impression.
- It is very important to keep track of time so that everyone can practice.

## Reflection (5 min)



### SAY:

- Take your diary and reflect briefly on two questions:
  - What did you learn today about writing a CV?
  - What was your best personal tip in doing a job interview.



# SESSION 15C: Celebration

## AGENDA



**Energizer:**  
International day  
of compliments

(50 min)



**Celebration & pictures!**

(20 min)



**SAY:**

- *This session is the most important of all sessions, because this is your graduation. You went through all the modules of in the Ukarimu training: introduction to tourism and hospitality. You are now ready to go and find yourself an internship!*
- *And you did really well!*



**ASK:**

- *Do you remember how you felt on the first day?*
- *Looking back at all the modules and sessions which one stood out most for you and why?*



**FACILITATOR'S NOTE:**  
*Listen to a few responses.*

- *Before we make a group photo, we will do one more exercise.*



## INSTRUCTIONS

# Energizer: International day of compliments (20 min)



### SAY:

- *Please come stand in a circle. First of all, I want to congratulate all of you for your hard work and dedication!*
- *Today is a special day, because it is International Day of Compliments.*
- *Worldwide people are giving each other compliments for what they appreciate about each other. And that is what we are going to do as well.*
- *We are going to organize a speeddate. In the coming 15 minutes you are going to as many people as possible and give and receive genuine compliments.*



### TIP FOR THE FACILITATOR:

Put if possible some background music when the participants mingle.



### FACILITATOR'S NOTE:

*Walk around during the 15 minutes and make sure everyone is getting some compliments and no one is left out.*

- *Now form a circle again. Some of you haven't finished yet, but I have good news for you. Every day is 'International day of compliments'. It is always a good time to appreciate people for who they already are and what they do.*

## Celebration & pictures!



You can organise this in a way that fits your customs:

- organise a cake and sodas.
  - invite parents and caregivers.
  - take time to have a party with music and dancing.
  - make pictures of everyone.
- ... and don't forget to make a nice group picture together.



## [CV TEMPLATE]

YOUR NAME

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address / contacts

### Personal Profile

[Write a personal profile, who are you, characteristics, experience]

### Career Objective / Summary

[where do you want to go to, future plan]

### Work Experience

[Date] [Job Title] [Company Name]

§ [Responsibilities, Duties and Tasks performed]

[Date] [Job Title] [Company Name]

§ [Responsibilities, Duties and Tasks performed]

[Date] [Job Title] [Company Name]

§ [Responsibilities, Duties and Tasks performed]

### Education

[Date] [Course] [Institution Name]

§ [Qualification gained (level)]

[Date] [Course] [Institution Name]

§ [Qualification gained (level)]

### Achievements:

§ [Insert achievement]

§ [Insert achievement]

### Skills:

§ [Insert skill]

§ [Insert skill]



## Hobbies and Interests

[Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)]

## References

[where do you want to go to, future plan]

[Referee 1 full name]

[Job position / company name]

Address: [insert here]

Tel: [insert here]

Email: [insert here]

[Referee 2 full name]

[Job position / company name]

Address: [insert here]

Tel: [insert here]

Email: [insert here]



# Muhwezi John



Full Name: Muhwezi Tema John  
Address: Kansanga, Kampala  
Telephone: 07 xx xxx xxx  
E-mail: muhwezi.john@gmail.com  
Date of Birth: 05/05/1995  
Place of Birth: Tororo  
Nationality: Ugandan  
Marital Status: Single  
Health: No serious illness, or injury. Not receiving medical attention.

## Introduction

*[Your strengths, skills, main achievements, and career highlights. Employer will be impressed if you can express where you want your career to be heading. So briefly outline ambitions.]*

## Education and qualifications

1999-2007 St Mary's Primary School, Tororo  
2007-2015 Green Village High School, Tororo  
2015-2016 Certificate as Plumber, Tororo Vocational Institute, Tororo  
2019 Certificate Tourism & Hospitality, Karamoja Tourism Academy

## Skills & Languages

Cooking	English (Fluent)
Tourism & Hospitality	Luganda (Fluent)
Customer Service	Japadhola (Fluent)
Financial Management	Swahili (Fluent)
Plumbing	Karimojong (Basics)
Tour Guiding	Iteso (Basics)



## Work Experience

- 2015-2016 Waiter, Delhi Palace Indian Restaurant, Tororo  
2016-2018 Independent Plumber, Tororo  
2019 Independent Plumber, Moroto  
2019 All-round hospitality intern, Kara-Tunga, Moroto

## Other achievements

- 2014 First of my class, Green Village High School, Tororo  
2015 1<sup>st</sup> place Bell singing competition, Tororo  
2016-2018 Volunteer, Tororo Tourism Promotion Project

## Hobbies

Football, singing, travelling, meeting international visitors

## References

Harmeet Singh (General Manager Delhi Palace, Tororo)  
07 xx xxx xxx / harmeet1274@gmail.com

Theo Vos (Owner and Director, Kara-Tunga, Moroto)  
07 xx xxx xxx / info@kara-tunga.org

Opio Francis (Supervisor at Tororo Tourism Promotion Project)  
07 xx xxx xxxx / opiofrancis@tpp.co.ug

*[Don't forget to attach copies of certificates, and recommendation letters]*

