

In-Tray Exercise

English lesson 3

Learning aim: To summarise a text to determine key ideas and information.

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Teamwork step 6 – I contribute to group decision making.




Aiming high step 4 – I work with a positive approach to new challenges.

Scenario


Zara, a college student, has been invited to interview for the role of digital marketing apprentice at Hawk UK, a digital marketing agency.

Jayden, a HR officer at Hawk, has been working on the in-tray exercise for candidates to complete on the day. (In-tray activities place candidates in a realistic workplace scenario. Candidates will be asked to complete a task and will then be assessed on their attitude and workplace behaviour.)



Scenario continued

Jayden's in-tray exercise is a proposal request from a fictitious prospective client, Gravenstoke Museum. Its aim is to assess candidates' ability to summarise a proposal request, feedback accurate information to their manager and make informed judgements. Jayden needs to test the activity to ensure it is fit for purpose. You, along with some of your colleagues in the HR team and the department hiring for the role, have been asked to complete it.



Reflection part 1

1 – If you had to give two pieces of advice to anyone about to begin an in-tray exercise, what would they be, and why?

2 – Give yourself a mark out of 5 for how well you contributed to your group's decision.

1 (I didn't put forward any ideas) – 5 (I put forward some ideas and found opportunities to build other people's ideas. I also re-capped some of the ideas so we could make a collective decision)

Reflection part 2

3 - How could you improve on some of these teamwork skills in future?