



# Leaders of Tomorrow

## Project information & application pack

Organisation name:

## **Contents**

<b>Information on the programme</b>	<b>Page 2 &amp; 3</b>
<b>Examples of previous projects</b>	<b>Page 4 &amp; 5</b>
<b>Application Form</b>	<b>Page 6, 7, 8</b>

## Information on the programme.

### Suitable Projects

Examples of some of our past projects that have been particularly successful can be found on pages 4 and 5 within this information pack and also a completed copy of a project application exemplar which can be found in the other attached document.

Guidelines for project:

- Ensure the project (or part of project) can be completed in two weeks.
- Provide some guidelines on what you want done without being too specific allowing the graduate to have some input.
- Whilst some research is usually part of the project we ask that this is kept to a minimum so that the graduate is challenged and also that the organisation is gaining the most out of the graduates skills and abilities.
- We ask for projects that are **not** accountancy or audit based projects as we want the students to use other skill sets.

### Capabilities of the students

The graduates at PwC are of a high caliber and able to take on challenging projects. They are well educated, intelligent and resourceful.

### What do the graduates want to get from the placement?

Graduates apply for this scheme to gain business exposure to different types of organisations, gaining more experience of how organisations run in different industries.

They enjoy the opportunity to use and develop other skills such as project management, time management, reporting, presentation skills, influencing skills, creativity, relationship building, and client facing skills.

It helps to improve their confidence, business acumen, and gain an understanding of organisational behaviors.

### What does PwC gain from placing graduates?

PwC is a firm believer in developing its' graduates and giving them the skills they need to be successful within the organisation and on a personal level. It is an opportunity for their graduates to work independently completing a project using the skills required for the future.

### Benefits for the organisation from graduate placement

You will benefit from a very low cost resource for two weeks. The extremely capable, bright graduates can add new dimensions to your project bringing new ideas and aspects to the table. Here is what previous organisations have said of their experiences:

A chance to analyse new opportunities and markets, working with graduates who have a diverse knowledge to our own - giving us an opportunity to develop both of our knowledge and services.

It added value as the graduate was impartial and this brought extra clarity to the results.

An external and fresh perspective.

Good candidate, excellent work ethic, understood (our organisation) and project requirements, detailed report, easy to work with and most importantly generated an improvement report which we will be implementing between now and the end of the year.

The ability of the placement to grasp the situation and then research and develop a solution.

1. It enabled complete focus and time to research a piece of work that had been identified for review by our organisation.
2. The programme identified new ideas and innovative approaches.

### **Requirements from the organisation participating**

- The contact at the organisation **must** attend the briefing day on the **26<sup>th</sup> March, 2010**.
- The organisation should allow some time (up to half a day) prior to the placement for the graduate to contact or visit you.
- Please ensure that more than one person within the organisation is aware that the placement is happening and that they have knowledge of what the graduate is there to do in case the main contact is unavailable.
- It is extremely important that the graduate gets feedback on their placement, the organisation must provide detailed feedback to the student on how the placement went and how they performed during the placement. This is an **essential** part of the process and invaluable to the student to develop their business skills further.  
***The student will have a feedback form that they should complete with you at the end of the placement please ensure there is time allocated to this feedback session.***
- Midlands Excellence will also require some feedback on the process, a form will be sent after the placements to complete and return.

### **What happens after you've submitted this application form with the project details?**

All projects will be looked at for their suitability and matched to graduates that have applied for a place on the scheme. Midlands Excellence will inform you at the beginning of March whether we have been able to provide a graduate for your project. Once this is confirmed you will then be able to meet your graduate at the briefing day on the 26<sup>th</sup> March.

### **When will the placements take place?**

Placements will take place during April/May/June/July and will be confirmed once the project has been matched with a graduate.

### **Who can I contact if I have any queries?**

The main contact during the programme is:

Jenny Porch  
Customer Service Co-ordinator, Investors in Excellence  
T: 01675 460135  
E: [jenny.porch@investorsinexcellence.org](mailto:jenny.porch@investorsinexcellence.org)

This is a Midlands Excellence Programme administered by Investors in Excellence.

## Examples of previous Leaders of Tomorrow Placement Projects

**1.** Review of pricing, image and marketing of the facilities of the XXXXX as a venue for local businesses.

The Centre has an eco-friendly main building available for meetings and team building activities, and two workshops for use as training venues. The use of facilities requires a review of operations, equipment, costings and marketing to improve turnover to support the core charitable business. The target for business use of the facilities is £20,000/yr, and this income currently sits at around £6-800/month.

The main output of the project will be to produce and distribute a leaflet describing the facilities, to write a web page and to engage with local businesses and colleges to promote increased use of the XXXXX College and workshops.

**2.** To participate in a Value Stream Mapping (VSM) event at XXXXX, developing current state and future state maps for a particular value stream then helping to implement improvements.

VSM is a critical element in XXXXX's 2-year strategic plan to implement lean manufacturing, eliminating waste from shop floor and office processes. The goal is to dramatically improve on-time delivery, quality and inventory turnover.

XXXX be performing several VSM events during 2005, each lasting about 2 weeks.

**3.** In order to achieve the IIE standard measures, targets and benchmarks need establishing in regard to people, society and key performance indicators. There are many good practices within the Company, however data is not captured systematically.

This project involves systemising current measures and investigating and implementing world class measures not currently in place. No targets are currently in place and limited benchmarking is carried out. This project would involve investigating and implementing targets and researching benchmarks.

**4.** To formulate a suitable customer and staff survey questionnaire which will assist us in understanding our stakeholder needs and allow us to focus on these requirements

By understanding our customers and staff perceptions we will be able to benchmark ourselves annually to ensure that improvements have taken place in order to achieve our objective of becoming the leading company of our type in the Midlands.

**5.** Performance Management Review - This is an ongoing project for the organisation, the graduate will be required to focus on escalating the development of the Performance Management system.

The elements of the project are likely to include:

- Interviewing directors/ managers to identify their key PIs
- Designing a Performance Management system (in outline form – this may include some work using excel)
- Designing a reporting framework including the display of information to colleagues and customers
- Action plan for delivery of any outstanding items.

**6.** The project will mainly be working at how we 'fit' with the Recruitment and Selection Model and the areas that need improving. This will involve understanding the model, assessing our strengths and areas for improvement, interviewing managers and new staff against the model and putting an action plan together as to what needs to be done to ensure that we meet the standard.

It will also, if time, involve some research as to how other organisations recruit and select their staff.

The Action Plan will be required to be presented to the HR team within XXXXX.

The HR Service Plan and People and Learning Strategy may be useful documents to refer to as key to trying to improve recruitment and selection. These two documents are in their infancy though at present.

**7.** This project if achieved will help address becoming an employer of choice, help with our workforce plan and our succession planning strategy. It may in the long run help with reducing our recruitment costs which for the Service Group run into thousands of pounds per year.

We have identified a need to further develop and improve the ways in which we involve service users and learners in decisions affecting their experience when accessing XXXX services and programmes.

All XXXX service users/learners have a mild to moderate learning difficulty. Many also have low levels of literacy and/or numeracy. Based on the needs of the people we work with, an aim of the project will be to find innovative methods for involvement.

#### **Project aims and objectives**

- To map internal and external requirements for service user/learner involvement.
- Seek the views from a sample of service users/learners on how effectively we listen to their views and identify how we could improve on what we do.
- To identify good practice on how we gather formal and informal feedback.
- Recommend how we could build on practice within the organisation.
- Recommend how we could further develop innovative methods for service user/learner involvement.
- Make recommendations for an organisational Involvement Strategy.

## Application Form - Organisation details

Name & full address of your organisation		
Key contact for project & contact details.	Name: Title: Tel no:	Email:
Second contact for project & contact details.	Name: Title: Tel no:	Email:
Any dates the company is not available to accept a graduate (eg. company shut down / holidays)		
Nature of your business.		
Number of employees.		
Brief company overview & history. (200 words or less)		
Aims of the business.		
Reason for submitting project & what business benefits you expect to be gained from the completion of this project.		

## Application Form - Project details

Project title	
<p>Full description of the project (including how it contributes towards the business strategy/plan and how it may assist in the achievement of EFQM criteria)</p>	
Members of project team & roles (please supply name and job title)	
Key project milestones	
Key skills needed	
<p>Benefits for graduate of completing this project (how will it assist the graduate in their development, what new skills will they learn/develop)</p>	
<p>Outputs required/expected at the end of the project. (eg what sort of report, documentation etc will the graduate be expected to produce and to whom will it be presented)</p>	

Any further information you wish to supply.	
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