Stand out from the crowd.
Welcome

Henley Careers was created in order to provide a professional, business-orientated career service for all Henley students: from those embarking on their first internship to those moving into board-level and C-suite positions. Our focus is to inspire students to make effective career decisions and realise their potential, regardless of their background.

Whether you are looking to increase skills and confidence with our masterclasses in the Success Studio, put your questions to leaders in finance during our ICMA Industry Insights talks, or build your resilience with our Resilient You sessions – we have the events for you this spring! Come along and get inspired, and keep an eye out for additional exclusive events with employers that are yet to be announced.

We look forward to working with you to enable your exciting career journey.

Naeema Pasha
Director of Henley Careers

Careers Support

Get one-to-one careers support on any topic – including how to write a CV and cover letter, where to apply for jobs, how to network, what working in a certain industry is like, and how to develop the skills you need – by booking an appointment with a careers consultant via My Jobs Online. Appointments are completely confidential and you are entitled to as many as you feel you need.

Look out for the Henley Careers newsletters, which contain all the information and updates about careers and events.

Tools and Resources

Blackboard
Henley Careers on Blackboard offers a range of careers information and tools – from building self-awareness and personal branding to CV writing and interviews. To access all this and more, just log into Blackboard with your student log-in details, click on the enrolments tab, look under ‘organisations’ and click on the link for the Henley Careers page.

Log in at: bb.reading.ac.uk

My Jobs Online
This is our system for booking appointments with your careers consultant, booking your place for events and searching the job board for vacancies. A detailed user guide can be found on the Henley Careers Blackboard page.

Log in at: reading.targetconnect.net/student/login.html

Vault
This is an excellent starting point for gathering data and information on your career interests. This site gives in-depth insight into a range of careers, companies and industries.

Register at vault.com using your student email address.

VMock
VMock is a powerful web tool that uses machine learning and AI to help you sharpen your CV. It’s easy to use – just register and upload a PDF version of your CV to uncover a wealth of specific information detailing how to polish your CV.

Register via vmock.com/henleybusinessschool using your student email address.

MBA-Exchange
MBA-Exchange is an electronic job posting and recruiting system that links students with employers interested in accessing Henley talent for MBA employment opportunities.

Log in at MBA-Exchange.com and register with your student email address.

First Hand
This is an online mentoring platform that connects you with industry professionals for one-onto-one career conversations – whether you’re learning about a specific industry, interviewing for that dream internship or discovering your career path, professionals are ready to share their expertise with you.

Register at henley.firsthand.co using your student email address.

To see more tools and resources, please visit Blackboard.
Come along to this alternative self-improvement movement to experience two-hour masterclasses with a difference. These innovative, fully interactive workshops are designed to increase your confidence, and will stretch your boundaries and enable you to think outside the box in order to improve your employability skills.

What will you get out of this? A higher sense of self-confidence, a wide variety of different experiences, plus pizza and beer! All Success Studio masterclasses are open to all University of Reading students.

**Cartooning for Business – How to Sketch an Idea to Make it Memorable**
Monday 21 January, 18:00 – 20:00, G10
Drawing is a great way to make a message stick; however, most people think they can’t draw. In this session, you will learn how everyone can draw well enough to make ideas memorable. These drawing skills will enable you to not only convey ideas to others, but also to recall information when studying for yourself – it’s a two in one!
Run by Graham Shaw, international conference presenter, trainer, author and TEDx speaker

**Start a Business in under Two Hours**
Monday 28 January, 18:00 – 20:00, G10
Now more than ever, there are opportunities to make money doing what you love, create a career out of your passions and make a difference. Learn how to spot opportunities and innovative ways into a business or career you love, and hear about the business ideas that PopUp Business School have helped to launch. We will show you some of the latest and coolest ways to make money and build businesses online!
Run by Alan Donegan, stand-up comedian, award-winning entrepreneur and co-founder of PopUp Business School

**Mindset of a Side Hustler**
Thursday 31 January, 18:00 – 20:00, G03
Got a great idea or hobby that you think you could use to make money? Heard of side hustling? It’s the latest trend in business – generating an income out of something completely different to your job or studies. It’s all about trying something new as a creative outlet and opening your mind to fresh opportunities. Come to this session to build your hustling mindset!
Run by Naeema Pasha, Director of Careers at Henley Business School, speaker and leading expert in the future of work

**Brain Bootcamp – Question Everything**
Thursday 24 January, 18:00 – 20:00, G03
Got some tough decisions to make? No worries – this is the session for you! Drawing on philosophical tools, you’ll leave this session with a step-by-step process for making really tough personal and professional strategic decisions, a method for forming the kinds of questions needed to innovate and challenge the status quo, plus techniques for developing a growth mindset.
Run by Brennan Jacoby, philosopher and founder of Philosophy at Work

**Stand-Up Comedy – Developing your Funny Bones**
Monday 4 February, 18:00 – 20:00, G10
Want to command an audience like Jimmy Carr, Sara Pascoe or Jack Whitehall? Come and have a laugh with us – and learn how humour can be used to engage, inspire and teach us about leadership. This unique session will not only be hilarious, but allow you to feel more confident in your communication skills.
Run by Sarah Rourke, Careers Consultant at Henley Business School, gamification expert and coach

**Play to Win**
Monday 11 February, 18:00 – 20:00, G10
You voted this one of your favourites last year, so it’s back – bigger and better than before! Go head to head against other teams and play to win £10 Amazon vouchers for each person on your team and show the competition how it’s done! This game lets you test your business skills and experience teamwork against the clock.
Run by Sarah Rourke, Careers Consultant at Henley Business School, gamification expert and coach

**Design Thinking – The Creative Way to Problem-solve**
Thursday 14 February, 18:00 – 20:00, G03
The World Economic Forum says ‘design thinking’ is one of the top skills for the future – but what does it actually mean? This session will give you hands-on experience and guide you through the fun, creative and imaginative world of design thinking – the creative way to problem-solve, design and implement new ideas. So let’s crack out the LEGO, Play-Doh and thinking hats, and boost your skills for the future!
Run by Maddy Woodman, Careers Learning Manager at Henley Business School, design thinker and creative learning & development trainer

**Personal Power**
Thursday 7 February, 18:00 – 20:00, G10
Get powerful! In this session, you’ll learn how to harness your personal power and use your psyche to get ahead. Delve into the subconscious and find out about the questioning method and its power, plus the energy in objects and positions used in negotiations, discussions, interviews and so on.
Run by Khaled Shedid, Senior Pricing Analyst at Hollister Incorporated, innovator and coach

**Future Ready – Bring on the Robots!**
Monday 25 February, 18:00 – 20:00, G10
The future of work is changing, the robots are coming and the chances are you aren’t ready – 74% of business leaders say that their employees aren’t prepared with the skills needed to work alongside artificial intelligence. It’s also imperative that we build the right mindset for the future, looking at working flexibly, working for yourself, working for a company – maybe all three at the same time! How? Well, come along to this session and discover how to prepare yourself for the next revolution!
Run by Naeema Pasha, Director of Careers at Henley Business School, speaker and leading expert in the future of work

**Escape Rooms – The Mini Team-working Challenge**
Thursday 28 February, 18:00 – 20:00, G03
Have you always wanted to be on the Crystal Maze or Fort Boyard? Well, we have the next best thing here at Henley! Test your logic, creativity and communication skills with your teammates, go against the clock and see if you can solve the puzzles. There are prizes for the fastest teams, plus you’ll have the chance to gain exclusive feedback on your performance and skills shown, if desired. It’s a great way to prepare for interviews, assessment centres and group work.
Run by Maddy Woodman, Careers Learning Manager at Henley Business School, design thinker and creative learning & development trainer

**LEGO – Building Your Next Career Steps**
Monday 4 March, 18:00 – 20:00, G03
What do you want to do in life? How can you build your dream career path? Where do you start? In this session, we will grab the LEGO bricks and discover the thought process behind making your next steps, battling those pesky barriers and thinking about your next big opportunities and plans. You are in charge of building your own life, so let’s start here!
Run by Maddy Woodman, Careers Learning Manager at Henley Business School, design thinker and creative learning & development trainer
Industry Insights is the ICMA Centre’s annual programme of talks and debates, giving students the opportunity to hear industry thought leaders discuss the forces and trends that are shaping the world of finance.

Research tells us that employers value graduates with commercial awareness and a wider understanding of the financial services industry, but often find that candidates of this nature are few and far between. By attending these talks, you can develop these important attributes and give yourself a head start in the job search.

Organised in conjunction with the University of Reading Finance Society, the talks are open to all students, alumni and academics at Henley Business School and the University.

### Industry Insights

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<th>When are they?</th>
<th>Where are they?</th>
<th>Who are they for?</th>
<th>How do I book?</th>
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</thead>
<tbody>
<tr>
<td>Wednesdays, 18:00-20:00</td>
<td>ICMA Centre</td>
<td>All students, alumni and academics across the University who are interested in the finance industry</td>
<td>Book your place on My Jobs Online</td>
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### Webinars and Employer Events in the ICMA Centre

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Throughout term</td>
<td>ICMA Centre and online</td>
<td>All students, alumni and academics across the University who are interested in the finance industry</td>
<td>Look out for emails from Daniel Kiernan to book your place</td>
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</table>

Daniel Kiernan hosts a number of face-to-face events and webinars so you can understand the vast financial services industry, get a feel for what it’s like to work in it, find out how to apply for jobs and hear from recent graduates about their experiences.

The series includes webinars on:
- careers in finance
- alumni presentations
- employer presentations

### Spring Forward

<table>
<thead>
<tr>
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<th>Who are they for?</th>
<th>How do I book?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various dates and times throughout term</td>
<td>Whiteknights</td>
<td>All Henley students</td>
<td>Book your place on My Jobs Online</td>
</tr>
</tbody>
</table>

### Are you itching to understand which skills and behaviours employers are really looking for? Do you want to then hone and practise them in a supportive environment, building your network along the way? If so, our Spring Forward series of events is just for you.

#### Commerical Awareness

**Tuesday 29 January, 18:00 – 20:00**

How do you understand the impact of the wider issues affecting an organisation and communicate these effectively to your team? How do you present these findings with precision in order to influence others? This session is a key opportunity to build on your knowledge of business acumen and how to apply that in the workplace.

#### Critical Thinking

**Thursday 31 January, 13:00 – 14:00**

All employers require their employees to be equipped with the autonomy to analyse information, and present findings and proposals with clarity before making decisions. This session will help you to develop your understanding of how to find solutions to business problems.

#### Personal Brand

**Tuesday 5 February, 18:00 – 20:00**

Your personal brand will be present throughout your career; consider it your ‘professional shadow’. What do you want to be known for? And how do you want your colleagues to perceive you? This session will be a great complement to interview preparation, as well as supporting you with the transition to the working world.

#### Resilience

**Thursday 7 February, 13:00 – 14:00**

Resilience is a word that we hear often in the workplace. What does a resilient colleague translate as in the working world? You will have the opportunity to discuss the personal challenges faced by stakeholders from a number of organisations, and discover how they overcame them. You’ll have the time to reflect on your own experiences that have required you to exercise this key attribute.

#### Networking Quiz

**Tuesday 12 February, 18:00 – 20:00**

Professional networking can take all sorts of different shapes and forms. Come along to our networking quiz where you will be able to meet industry professionals in an informal setting, which we’ve named Jack O’Rourke’s. Swot up on your general knowledge, as well as current business trivia.
How to Get a Job in the UK after You Graduate

This event will be of particular interest to you if you require a visa to work legally in the UK after you graduate.

At this event, you’ll hear from a lawyer about the latest changes to UK immigration law and what this could mean for you and your UK job search. You’ll also get to hear from Henley alumni who’ve navigated the visa process to land themselves jobs in the UK. Listen to our panelists talk openly and honestly about their top tips and see what opportunities may be ahead in order to secure that all-important job in the UK. All of our Q&A events are followed by networking over refreshments.

When is it?
Tuesday 22 January, 18:00-20:00

Where is it?
Whiteknights

Who is it for?
All Henley students

How do I book?
Book your place on My Jobs Online

Real Estate & Planning Events

During the spring term, the Real Estate & Planning (REP) students will have the chance to attend further employer networking events including the Reading Real Estate Foundation (RREF) Mentor Reception, employer visits and lunchtime talks. There will also be an evening with representatives of small and medium-sized enterprises (SMEs) from the world of real estate and planning, highlighting alternative routes previous graduates have undertaken. These will continue to give you the chance to expand your understanding of the variety of options available to REP graduates.

There will also continue to be timetabled Career Management Skills lectures and events for the REP undergraduate cohort. Look out for emails from RREF for more information.

When is it?
Wednesday 6 February, 17:30 - 20:00

Where is it?
Whiteknights

Who is it for?
All Henley students

How do I book?
Book your place on My Jobs Online

Managing Stress to Sleep Better
Monday 21 January, 13:00 - 13:50, 108 Henley Business School

Get advice on improving your sleep pattern and ability to get a good night’s rest.

Alcohol, Caffeine and Sugar: Treats and Threats?
Monday 28 January, 13:00 - 13:50, 108 Henley Business School

Learn how to have a treat while maintaining your health and being productive in your studies.

Emotional Intelligence – What It Is and Why You Need It
Monday 4 February, 13:00 - 13:50, 108 Henley Business School

Boost your capacity to understand yourself, your reactions and behaviour, and learn strategies to communicate with others effectively. A key competency for work and life.

Making Sense of the Mind
Wednesday 20 February, 13:00 - 19:00

This extended workshop explores how you can learn to rely on the mind’s hugely intelligent design to navigate life, and how to make sense of your experience when you’re struggling, and to self-correct if you go off track.

Meditation Techniques for Improved Performance
Wednesdays, 14:30-15:30:
23 January – G03/4 ICMA Centre
6 February – G51 ICMA Centre
13 February – G09 ICMA Centre
20 February – G09 ICMA Centre

Experience how meditation can help you succeed and enjoy greater wellbeing. Join us to find out how to make it part of your everyday life.

The Resilient You series counts towards the RED Award as well as the Life Tools Certificate, and is supplemented by the Life Tools Blog: Blogs.reading.ac.uk/life-tools-programme
MBA Rise & Shine Breakfasts

These informative breakfast meetings are designed for small groups of current students and recent alumni (up to a maximum of five) to meet with a senior alumnus in Reading or London.

Don't miss the opportunity to gain industry insight, personal advice and learn from the wealth of experience each alumnus can share in this intimate setting.

Last term, our students were hosted by alumni from Diageo and Microsoft, plus many more.

‘Fascinating session – the Rise & Shine Breakfasts are amazing opportunities.’ Henley Business School MBA student, November 2018.

To book, simply keep a look out for the registration email from your dedicated career consultant.

When are they?
Once a month, 08:00 – 09:30

Where are they?
London or Reading

Who are they for?
All MBA students

How do I book?
Complete an application form sent by your careers consultant

MBA Spotlight On...

We recognise that there are many opportunities out there after you graduate from your MBA. These events help you to demystify some of the most popular industries that we typically see our students succeed in when they leave.

Listen to our guest speakers talk openly and honestly about their careers, gain industry-leading insight and begin to build relationships to see what opportunities may be ahead to secure that all-important job. All of our Q&A events are followed by networking over refreshments.

Spotlight on Cracking the C-Suite
Thursday 7 February, 18:00 – 20:00, Greenlands

Do you aspire to reach the top of an organisation? Curious about what it takes? Do you want to learn about the sector differences and similarities in the C-suite?

If so, then this Q&A session is for you. Our industry professionals will share with you their experiences of life at the top of the organisation, as well as life on the way to the top. The Q&A sessions are designed to be interactive, so come with your questions and enable everyone to benefit from the discussion they will no doubt generate.

Spotlight on Ethical Businesses and the Not-for-Profit Sector
Thursday 28 February, 18:00 – 20:00, Whiteknights

Ever wondered what it’s like to work in the not-for-profit sector? Or how to switch from the corporate sector post-MBA? If you need to understand how to navigate the subtle differences of the not-for-profit sector successfully, then this event is for you.

Our guests have extensive experience in the not-for-profit space and are looking forward to sharing their expertise to help you understand more about a sector growing in popularity with MBA graduates. Make the most of having so much expertise in the room and bring your questions and openness to learn, connect and enjoy!

Additional Workshops for Executive and Flexible Executive MBA Students

The following workshops are part of the Full-time MBA programme, but Executive and Flexible Executive MBA students are also invited to join.

CV Retreat
17 January, 13:30 – 17:00, G10
Henley Business School, Whiteknights

This workshop aims to provide you with guidance about how to write an MBA-level CV and cover letter. There will be a presentation at the beginning followed by plenty of time to write/edit your CV, share and discuss with each other and get one-to-one advice from Henley careers consultants joining us for the day. Bring your CV and your laptops!

To book, simply keep a look out for the registration email from your dedicated career consultant.

Managing Energy for Sustained Peak Performance
7 February, 10:00 – 17:00, Greensands

Most of us respond to rising demands in the workplace by putting in longer hours, which inevitably take a toll on us physically, mentally and emotionally. This workshop will help you to recognise your sources of energy for sustained peak performance, identify energy-depleting behaviours and plan strategies for overcoming them.

The Art of Negotiation
9 May, 10:00 – 17:00, Greensand

Learn successful negotiation in this fun, interactive workshop, where you will work on a case study. This workshop will balance the theory of negotiation with lots of practical application, so be prepared to roll up your sleeves and have a go! By the end of the day you will have discovered the basics of successful commercial negotiation techniques and learned to apply some of these techniques to the art of salary negotiation.

When are they?
January, February and May

Where are they?
Whiteknights and Greenlands

Who are they for?
All MBA students

How do I book?
Book your place on My Jobs Online

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Henley Careers

For more information, please contact:

Naeema Pasha
Director of Henley Careers
Henley Business School
University of Reading
Whiteknights
Reading, RG6 6UD
United Kingdom

henley.ac.uk/careers

All information is correct at time of print December 2018.