

HENLEY CAREERS

PROFESSIONAL DEVELOPMENT EVENTS | AUTUMN 2018



**Be bold.
Be brilliant.**



Henley
Business School

UNIVERSITY OF READING

Where business comes to life

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Welcome



Naeema Pasha, Director of Henley Careers

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 your resilience with our Resilient You programme, put your questions to leaders in Finance with our ICMA Industry Insights programme, or get fully immersed in assessment centres and practical careers workshops with our Careers Immersive events - we

have the events for you this autumn! 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 and enabling you on your exciting career journey.

@henleycareers

@henleycareers

@henleycareers

How to book an event

1. Log in to My Jobs Online at: reading.targetconnect.net/student/login.html
2. Go to "Events" and click on the event calendar or search for a specific event.
3. A detailed user guide can be found on the Henley Careers Blackboard page.
4. Look out for newsletters from your Careers Consultants for any extra events that may be added.

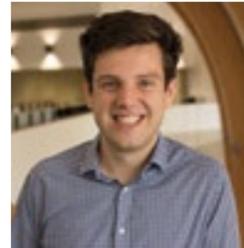
Meet the team



Naeema Pasha,
Director of Henley Careers



Sarah Rourke,
Careers Consultant
for Undergraduates



Will Peshall,
Assistant Careers Consultant
for Undergraduates



Graham Philpott,
Careers Consultant for
Postgraduates



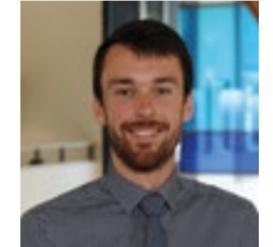
Maddy Woodman,
Careers Learning Manager



Matthew Searle,
Head of Relationship
Management



Jack Tame,
Employer Relations
Account Manager



Jamie Pyper,
Placement and Employer
Events Officer



Jane Batchelor,
Careers Consultant for
Real Estate and Planning



Daniel Kiernan,
Careers Consultant for
the ICMA Centre



Stephanie Shaw,
Careers Consultant for
Full-time MBA students



Sarah Leach,
Careers Consultant for
Executive and Flexible
MBA students



Sarah Chorley,
Communications Officer



Chris Flanagan,
Data Impact Manager



Jordan Funk,
Careers Administrator



Placement Fair

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Wednesday 10 October, 10:00 – 14:00	Henley Business School Foyer and ICMA Centre Foyer	All second year students wanting to take a placement year	No need to book, just turn up!

Considering taking a placement year?

Come along to this fair to talk to some great employers and gain an understanding of the roles that are available to you.

It's a chance for you to gain unique information, learn about the key qualities sought for a particular job, find out more about the culture of an organisation and discover what employers are looking for. It's a great opportunity for you to practise and demonstrate your interpersonal skills, show people your ability to build relationships, communicate and influence as well as develop your personal and professional brand. This year, exhibitors will include Accenture, Johnson & Johnson and Softcat plus many more!

Last year's exhibitors included:

- 3M
- BOSCH
- EY
- INTEL
- PwC
- ENTERPRISE RENT-A-CAR
- PROSPECTSOFT
- VERIZON
- LESARA
- LILLY
- PEPSICO
- PERKIER
- BIRCHMAN GROUP
- TRAVELPORT
- COMPUTACENTER

Poster Fair

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Tuesday 16 October, 16:00 – 18:00	Monterey Lounge, Students' Union	Second year Business School students	This event is invitation only

The poster fair provides an excellent opportunity for anyone interested in taking a placement year to come along and talk to last year's cohort of Henley Business School placement students!

They'll be on hand to answer your questions and will be showing off posters to provide you with an insight into the roles and responsibilities of placement students from a range of different employers, functions and industries. It's another excellent opportunity to build your network and acquire that all-important inside knowledge to aide you during the recruitment process.

Food will be available so come along to get a flavour of life as a placement student.

Monday Night Employer Panels

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Mondays, 18:00 – 20:00	Henley Business School, Whiteknights	All students, alumni and academics	Pre-register via My Jobs Online

Our Monday Night Employer Panels return again this term. We've lined up panellists from a range of backgrounds across a variety of sectors to help give you insight into the diverse world of work which awaits you upon graduation.

Come along and quiz people from a number of industries, from City Finance to Consulting and even Marketing. This is a great opportunity to really get under the skin of an organisation - from how to get started in the sector, to a day in the life of their employees and everything in between. Our panels are typically made up of four people answering questions followed by a networking session.

Companies who attended last year included large multinationals such as: Amazon, Lloyds Banking Group, PwC, Ernst & Young, L'Oréal, Microsoft, 3M and many more. We also invited some rapidly expanding local SMEs, such as Volume AI and Ascot Wealth Management.

Spaces are limited and we regularly reach capacity, so sign up now!

Dates and topics

08 October - **City Finance**

15 October - **Accounting & Professional Services**

22 October - **Consulting**

29 October - **Marketing**

12 November - **Technology**

19 November - **HR**

26 November - **Small and medium-sized SMEs**

PwC Networking event

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Wednesday 17 October, 18:00 – 20:00	G11, Henley Business School, Whiteknights	All students interested in working for PwC	Pre-register via My Jobs Online

Don't miss out on the opportunity to get to know PwC better at our presentation and networking evening. Come and meet our people who will include recent joiners, our recruitment team and senior members of staff. You'll discover why PwC is the first choice for a career in business; why students have voted us number one in The Times Top 100 Graduate Employers survey since 2004 and why, right from day one, you'll feel part of something special. Our people will be on hand to tell you about their roles, answer any questions you might have, and help you gain a deep understanding of where you could fit in. If you're thinking of working at PwC, we will even be able to offer you advice on your application.

In the meantime, you can keep connected with us:

- [f @PwCCareersUK](#)
- [t @PwC_UK_Careers](#)

The Careers Immersive

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Tuesday 2 October, Tuesday 9 October, 17:00 – 20:00	Room 108, Henley Business School, Whiteknights	All students	Pre-register via My Jobs Online

These immersive workshops are designed to develop your skills in applications and interviews. They are interactive, fast-paced and aim to help you understand how to get your dream job. These sessions are open to everyone and include pizza and beer to finish!

Application Essentials

Tuesday 2 October

Come and learn how to make strong applications in this practical, extended session where you will experience the recruitment process first hand. In this intensive, immersive session we will cover:

- How to answer one of the questions that will make you stand out above the rest of the candidates
- The key questions you will face on application forms and how to answer them
- How to focus on making yourself the candidate that will be selected for interview, and not just be another piece of paper in a sea of same
- How recruiters make decisions during the initial selection process and where you can avoid making big mistakes
- How to work out what questions you will be asked at interviews.

Interviews and Assessment Centres

Tuesday 9 October

A practical blast of hands-on learning on how to get through the very competitive interviews and assessment centres you will face when trying to secure graduate roles and other opportunities.

By the end of the session we will have covered:

- Why most candidates fail at the first question and how you can use this to your advantage!
- How to ensure you are not caught out on the dreaded 'commercial awareness' questions
- How to get through the telephone and video stages of the interview process by knowing exactly what you will face (and practising it)
- The techniques for getting the answer to competency questions right, every time!
- New and emerging interview techniques and making sure you are toolled up to deal with them
- How to confidently get through group exercises at assessment centres.

Resilient You

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Afternoons	Various locations	All students	Pre-register via My Jobs Online

This series is designed to help you manage academic demands effectively, improve your resilience when life becomes challenging and enhance your personal wellbeing.

Wednesday 3 October	Meditation Technique Improve Academic Performance – part one	14:30 - 15:30	Room G09, ICMA Centre
Monday 8 October	Increase Your Concentration and Memory	13:00 - 13:50	Room 108, Henley Business School
Wednesday 10 October	Meditation Technique Improve Academic Performance – part two	14:30 -15:30	Room G09, ICMA Centre
Monday 15 October	Beat Procrastination	13:00 - 13:50	Room 108, Henley Business School
Wednesday 17 October	Meditation Technique Improve Academic Performance – part three	14:30 - 15:30	Room G09, ICMA Centre
Monday 22 October	Manage Your Energy for Peak Performance	13:00 - 13:50	Room 108, Henley Business School
Tuesday 30 October	Boost Productivity	13:00 - 13:50	Room 108, Henley Business School
Thursday 1 November	Stop the Voices Holding You Back	13:00 - 13:50	Room 108, Henley Business School



Ask Me Anything

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Tuesday 23 October, 17:00 - 20:00	Henley Business School, Whiteknights	All students	Pre-register via My Jobs Online

Unsure about the recruitment process for your placement year or graduate job? Don't miss this opportunity to ask returning placement students any questions you have about the process – whether it's about applications, interviews or assessment centres, this panel will be ready to help your search get started in the right direction. Some of them even went on to become recruiters for their companies!

This event is open to anyone, whether you are looking for an internship, placement year or a graduate job. Many of the recruitment processes faced by placement students are mirrored in the graduate recruitment process – so whatever year you are in, this event could help you.

Networking, pizza and beer will be available after the session.

Women in Business

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Wednesday 7 November, 17:30 - 19:30	ICMA Centre	All students	www.henley.ac.uk/events/women-in-business

Women in leadership and championing female career progression is a key theme for us here at Henley Business School.

Join students and other professionals to hear from our speakers, network with other attendees, ask questions to our panel and share advice with fellow students.

Our panel will discuss solutions to the problems many women face in their careers. They will also address the importance of gender diversity, and:

- The value of mentoring and sponsorship
- Setting personal and professional goals
- Being strategic in career choice and progression
- Growing personal networks
- Building confidence
- Evolving professional careers and finding the next challenge.

This year's panellists include:

- Bridget Long - General Manager and Vice President, Enterprise Holdings
- Fayola-Maria Jack - Deputy Director, Cabinet Office Westminster
- Fiona Kowalyk - Director, Barclays
- Louise Nisbet, Partner at Knights PLC and former Chairman of Women in Property (Thames Valley)

This event is kindly sponsored by Enterprise Rent-A-Car.

RREF Evening Lecture Series

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Tuesdays, 18:15 - 20:15	Henley Business School, Whiteknights	Students on the RICS accredited courses	It is essential to pre-register weekly, details will be distributed at the start of term

The Reading Real Estate Foundation (RREF) Evening Lecture Series aims to give you an insight into real projects and issues in the property market from leading professionals and firms in the industry. Graduate recruitment representatives and recent graduates attend the lectures to showcase graduate opportunities at the firms.

Rural Chartered Surveying Lecture Series

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Thursdays, 18:00 - 20:00	Henley Business School, Whiteknights	All students	Pre-register via My Jobs Online

Every Thursday evening throughout the autumn term, we have different organisations speaking about their graduate scheme and progression to becoming a rural chartered surveyor. Details of who is on which evening and where the talks will take place will be circulated each week.

Real Estate & Planning Careers Fair

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Wednesday 10 October	3Sixty, Students' Union	Students on the RICS accredited courses	It is essential to pre-register, details will be distributed at the start of term

As the largest single subject careers fair in the University, the annual RREF Real Estate & Planning Careers Fair offers you the opportunity to meet with graduate recruitment teams and recent Reading graduates from over 35 companies including BNP Paribas Real Estate, CBRE, Cushman & Wakefield, Knight Frank and Savills, as well as companies who recruit Real Estate or Planning graduates such as Wells Fargo and Berkeley Group.

Industry Insights

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Wednesdays, 18:00 – 20:00	ICMA Centre	All students, alumni and academics across the University who are interested in the finance industry	Pre-register via My Jobs Online

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.

We welcome speakers from a range of backgrounds and across financial services disciplines – what they all have in common is a unique perspective on the industry that goes beyond conventional thinking.

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.

Last year's talks included speakers from Bank of America Merrill Lynch, ICBC Standard and Lloyd's Banking Group. We covered a number of topics, such as investment banking, investment management, big data, fintech, regulation and more.

ICMA Centre Careers Events

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Evenings, from 18:00	Online, and in the ICMA Centre	All students interested in the finance industry	Pre-register via My Jobs Online

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 experience.

The webinars include series on:

- Careers in Finance
- Alumni presentations
- Employer presentations

Look out for emails from Daniel about how to register.

ICMA Centre Chat Groups

ICMA Centre students are invited to join one of the ICMA Centre Careers chat groups to keep up-to-date with the latest events and opportunities. You can also share information with peers and pose questions to the careers team.

If you are on the WeChat platform, scan the QR code or connect with danjkiernan and ask to join the ICMA Centre Careers Group.

If you are on the WhatsApp platform, follow this link: <http://bit.ly/ICMACwhatsapp>



Employer Presentations

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Monday lunchtimes and Thursday evenings	ICMA Centre or as a webinar	All students interested in the finance industry	Pre-register via My Jobs Online

Hear from a range of employers about recruitment programmes.

The Eight O'Clock Club

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Thursdays, 08:00 – 08:45	Online	Students who want to work in China after graduation	Pre-register via My Jobs Online

Do you want to work in China after you graduate? Need to understand how to navigate the huge amount of job opportunities in China? Want to know what skills Chinese recruiters are really looking for? Then our Eight O'Clock Club webinar series is for you! Simply log in from anywhere and join the conversation.

Employers confirmed so far include AlphaSights, BOE, Decathlon and HR Net One. More employers will be confirmed in due course.

The first webinar will be on Thursday 11 October 2018.

Lunch and Learn with KPMG China

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Thursday 18 October 2018, 12:00 – 13:00	G10, Whiteknights	Students who want to work in China after graduation	Pre-register via MyJobsOnline

Meet KPMG China and learn about what they do, their opportunities and get advice on what to consider when returning to mainland China or Hong Kong after graduation.

The session will include an overview of KPMG China as well as:

- Factors to consider when returning home to China
- Opportunities at KPMG China in 2019
- Staying competitive in the Chinese job market
- Tips on interviewing skills and application forms
- A chance to ask questions about selection processes in general

Please note that students for mainland China should hold a Chinese passport and for Hong Kong a permanent HK ID card.

Additional Flexible and Executive MBA workshops

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Wednesday 26 September, Friday 28 September, Thursday 4 October, Tuesday 23 October, Monday 5 November, Various times	All sessions in Greenlands, apart from 23 October in Whiteknights	Flexible and Executive MBA students are invited to join these Full-time MBA timetabled workshops.	Flexible and Executive MBA students will need to pre-register via My Jobs Online

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

Presenting with Impact

Wednesday 26 September, 10:00-17:00

Being able to present your ideas, persuade and influence those around you is an important skill in modern business. We will be looking at the skills of presenting, whether to 1 person or many people, showing you how to avoid the mistakes most people make, and help you stand out amongst your peers.

Building Relationships Through Networking

Friday 28 September, 10:00-13:00

Hate how awkward and fake networking can feel?

Need to practice making a positive impact quickly? Need to find a new job but don't know where to start? One of the most valuable things you will get out of your MBA is the network of people you meet and stay in touch with. Networking proactively is also the most critical job search strategy and the way in which most people successfully secure employment. Building relationships takes time though so you need to start networking long before you need that job!

LinkedIn Lab

Thursday 4 October, 13:30-17:30

There are over 500 million users on LinkedIn - that's more than half of the business people on the planet, making it by far the world's largest business-to-business social network. Not only can you identify the people you want to meet, but you can also find the people who can make valuable introductions. This session will help you to raise your profile across LinkedIn. The session is very hands-on: bring your laptop as it will include time to work on your own LinkedIn profile.

Overview of Careers in Consulting

Tuesday 23 October, 13:00-16:00

This workshop is designed to introduce you to the management consulting industry and how to think about pursuing a career in the sector, including the varying approaches to recruitment and selection used by employers, the different types of firms, and the work they do.

The 2 Hour Job Search

Monday 5 November, 10:00-15:00

This will be a hands-on interactive session taking you through a very practical approach to job hunting or even searching for the ideal business project using the techniques of Steve Dalton's 2 Hour Job Search. For further information, you can find his book "The 2 Hour Job Search" in the ARC library or on Amazon.

MBA Rise & Shine Breakfasts

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Friday 12 October, Friday 9 November, Friday 7 December, 8:00 – 9:30	The location alternates between London and Reading	All MBA students	Complete an application form sent by your Careers Consultant

Full-time, Executive and Flexible MBA students are invited to join an exclusive breakfast with a Henley Business School alumni. These informative breakfast meetings are designed for small groups of current students and recent alumni (maximum five) to meet with a senior alumnus in Reading or London.

Don't miss the opportunity to gain industry insight, receive personal advice and learn from our alumnus' wealth of experience in this intimate setting. Last year, our students were hosted by alumni from Google, Hewlett Packard Enterprises, GlaxoSmithKline plus many more.



MBA Spotlight On... Event Series

WHEN ARE THEY?	WHERE ARE THEY?	WHO ARE THEY FOR?	HOW DO I BOOK?
Wednesday 26 September, Thursday 25 October, Thursday 29 November, 18:00 – 20:00	The location alternates between Whiteknights and Greenlands	All MBA students	Pre-register via My Jobs Online

These events aim to 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 as you explore what career might suit you. All of our events are followed by networking over refreshments. We will be joined by panellists from Birchman Group, Ignite Consulting, IQVIA, KPMG and Oakleigh House Consulting.

Spotlight on Consulting

26 September 2018, Greenlands

Curious about what a consulting career might involve?

In this session, our industry professionals will share their experiences with you of life in (and beyond) consulting. It will cover topics such as the skills, knowledge and experiences that are needed for a successful consulting career, the challenges of transitioning from another sector and the value having an MBA can bring.

Spotlight on Headhunting and Executive Search

25 October 2018, Whiteknights

Ever wondered what recruiters look for in their candidates? And where they look and how you can get on their radar?

If you need to understand how to navigate the recruitment process for a senior roles successfully, then this event is for you. Our guests have extensive experience in the UK executive search space and are looking forward to sharing their top tips to help you find and secure your ideal role – now, or in the future.

How do you make the best out of your job searches and networking?

How can you stand out from other candidates? Make the most of having so much expertise in the room, without the stress and nerves that come with interview conditions! Leave your sweaty palms at the door and just bring your questions and openness to learn, connect and enjoy!

Spotlight on Start Ups

29 November 2018, Greenlands

Want to join a start-up post MBA?

Our entrepreneurs and start-up veterans will be discussing their experiences of going from idea to reality, joining businesses in their early years and perhaps exiting too. Bring your questions, ideas, observations and curiosity to learn from those who have already been on the "start-up journey", learn from your peers and enjoy an evening of discussion that will no doubt be thought-provoking and fun!



Resilience in Leadership

WHEN IS IT?	WHERE IS IT?	WHO IS IT FOR?	HOW DO I BOOK?
Thursday 18 October 2018, 18:00 – 20:00	Greenlands	All MBA students	Pre-register via My Jobs Online

Need to build your relationships with industry influencers?

We are bringing together some of our latest Henley Business School research along with an opportunity to meet key recruiters, influencers and industry insiders in a relaxed setting.

Dr Caroline Rook recently began a research project, funded by the British Academy & Leverhulme Trust, that aims to establish key components of leaders' resilience. The healthy functioning of leaders has a major impact on the performance of organisations. Most research within the Organisational Behaviour domain on how to support leaders' resilience focuses on the psychological domain. However, cases of sudden collapse due to extreme fatigue support the notion that physical health also plays a crucial role in workplace resilience. Hear how Caroline's cutting edge research on the role of resilience is shaping the future world of work.

Following Caroline's presentation, there will be an opportunity to meet Henley Business School MBA alumni and people from the consulting, financial services and pharmaceutical sectors, plus many more. This is a great chance for you to build your network to support your job search both now and in the future!

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.

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

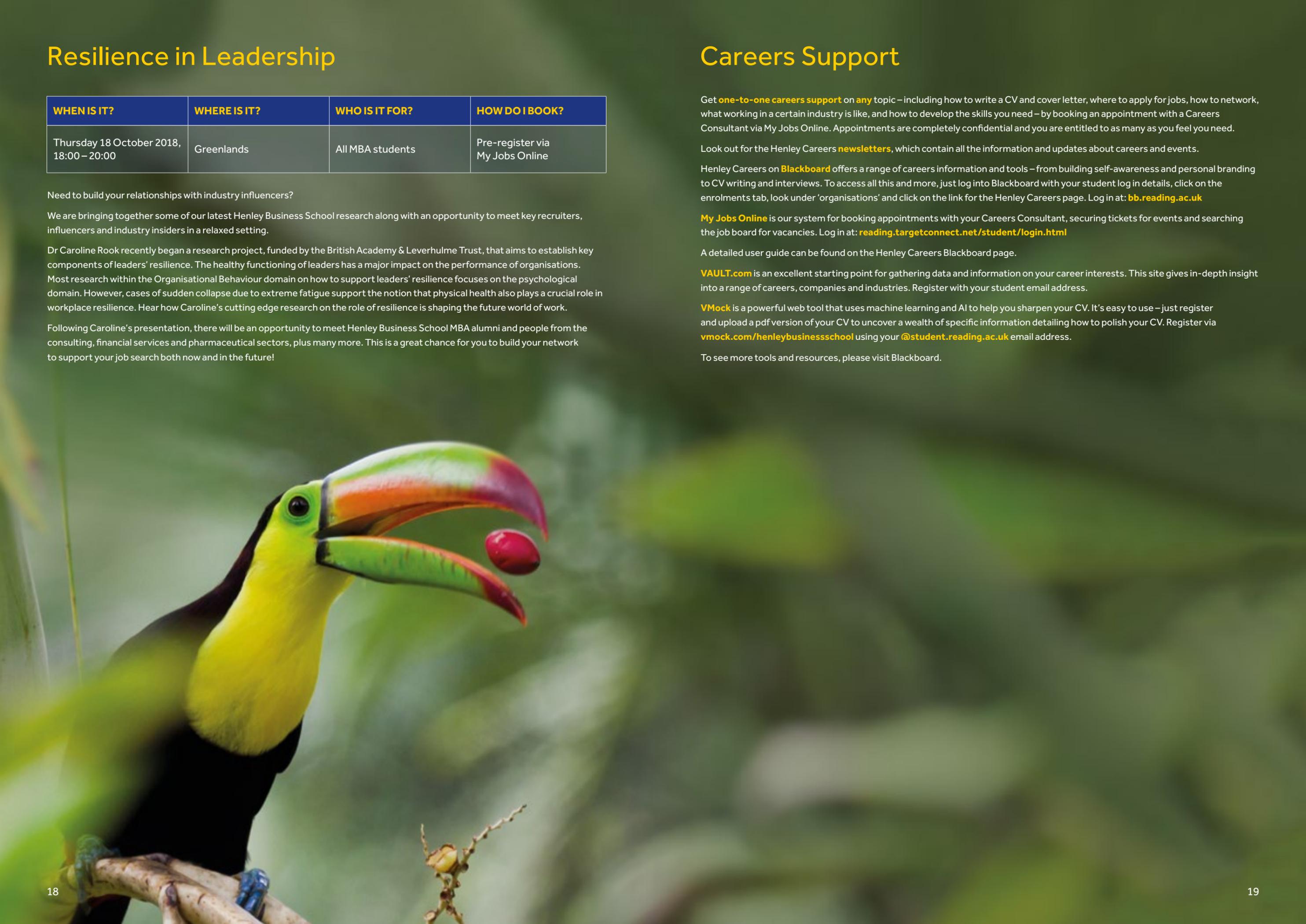
My Jobs Online is our system for booking appointments with your Careers Consultant, securing tickets for events and searching the job board for vacancies. Log in at: reading.targetconnect.net/student/login.html

A detailed user guide can be found on the Henley Careers Blackboard page.

VAULT.com 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 with your student email address.

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.reading.ac.uk email address.

To see more tools and resources, please visit Blackboard.



Henley Careers

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All information is correct at time of print August 2018



DISCLAIMER

This brochure was issued in August 2018 and is aimed at Henley Business School ("Henley") students. Henley Business School is part of the University of Reading ("the University").

The University makes every effort to ensure that the information provided is accurate and up-to-date at the time of going to print. However, it may be necessary for the University to make some changes to the information presented in the brochure following the publication.

The University undertakes all reasonable steps to provide the services described in this brochure. It does not, however, guarantee the provision of such services. Should industrial action or circumstances beyond the control of the University interfere with its ability to provide the services, the University undertakes all reasonable steps to minimise disruption to services.

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