










TUESDAY

Lesson	Title	Aim of the session	Link	Task	Task Type
One	Meet the Team: Human Resources	Understand what a Human Resources [HR] team does and what a typical day may look like for people working in an HR Team.	https://classroom.thenational.academy/lessons/meet-the-team-human-resources	Complete the quiz to get you started Watch the video and complete the tasks they describe on the sheet at the end of the pack	 
Two	Work Life Balance	Understand the issue of work life balance and how employers and employees approach this.	https://classroom.thenational.academy/lessons/work-life-balance-y10	Watch the video and complete the tasks they describe on the sheet at the end of the pack Arrange your knowledge as a poster or in an alternative format and send a photograph of what you've done to us. <i>If you don't have computer access you can develop a poster to promote work life balance in the workplace.</i>	 
Three	Mental Health and Wellbeing	Start to recognise stress and how to maintain well-being at work. Understand how employers support staff around Mental Health and Wellbeing [MHWB].	https://classroom.thenational.academy/lessons/mental-health-and-well-being	Watch the video and complete the tasks they describe on the sheet at the end of the pack Email us your presentation/suggestions and we will look at how to put the best ones in place	 
Four	Self-awareness and Reflection	Reflect on your personal interests to explore career options. We will look at how we make informed decisions that would support a healthy work-life balance, and mental health and well-being at work.	https://classroom.thenational.academy/lessons/self-awareness-and-reflection	Watch the video and complete the tasks they describe on the sheet at the end of the pack	

Click for links of the Day

- [Future Learn CIPD HR Fundamentals free course](#)
- [NHS Improving Mental Health and Well Being](#)
- [HSE Talking Toolkit](#)
- [Young Minds](#)
- [A film about 'Hope'](#)
- [Wellbeing Resources and case studies for Students](#)
- [Think Ninja Empowering children and young people to build resilience, manage your emotional health and to fulfil your potential](#)



Tuesday: Session One

Your notes from the session

Notes from the National Careers Service Website <https://nationalcareers.service.gov.uk/>



Notes from Heather

Notes from Sam



Human resources 'in-tray' exercise

Task	Rank these in order of priority with one being the most and four being the least	Explain your ordering
A part time employee has contacted you about workload and stress		
An IT manager has made a written complaint about a member of staff's roundness. The letter was dated two weeks ago		
A colleague has reported that their wages are not correct this month and has asked for an urgent response		
An email from a colleague about changes to key policies [this will take time to read and understand properly]		



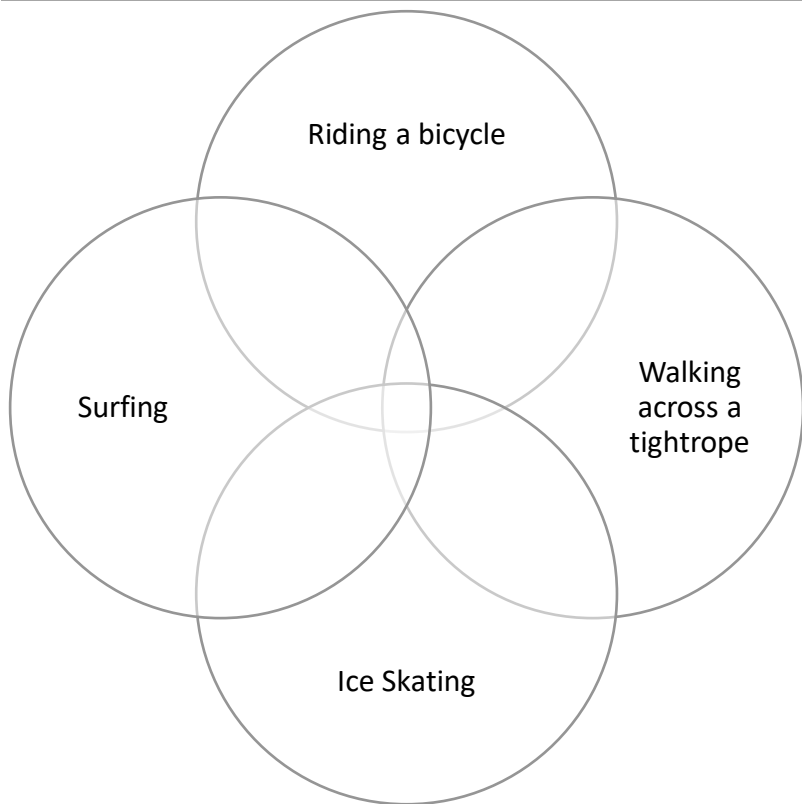
Extension Task



Tuesday: Session Two

	Define these terms with what you know already	Official definition
Work		
Life		
Balance		

Identify things these activities have in common, don't stop at one obvious thing but instead try and think outside the box to generate lots of ideas





What makes you stressed?

1. Add things that might make you stressed
2. Put them in order [rank them] of most to least stressful
3. Tick them off as either work related or home related

Item	Ranking	Work related	Home related
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			



What can be done to improve work-life balance?

By an employee outside of their workplace	By an employee outside of their workplace	By an employer

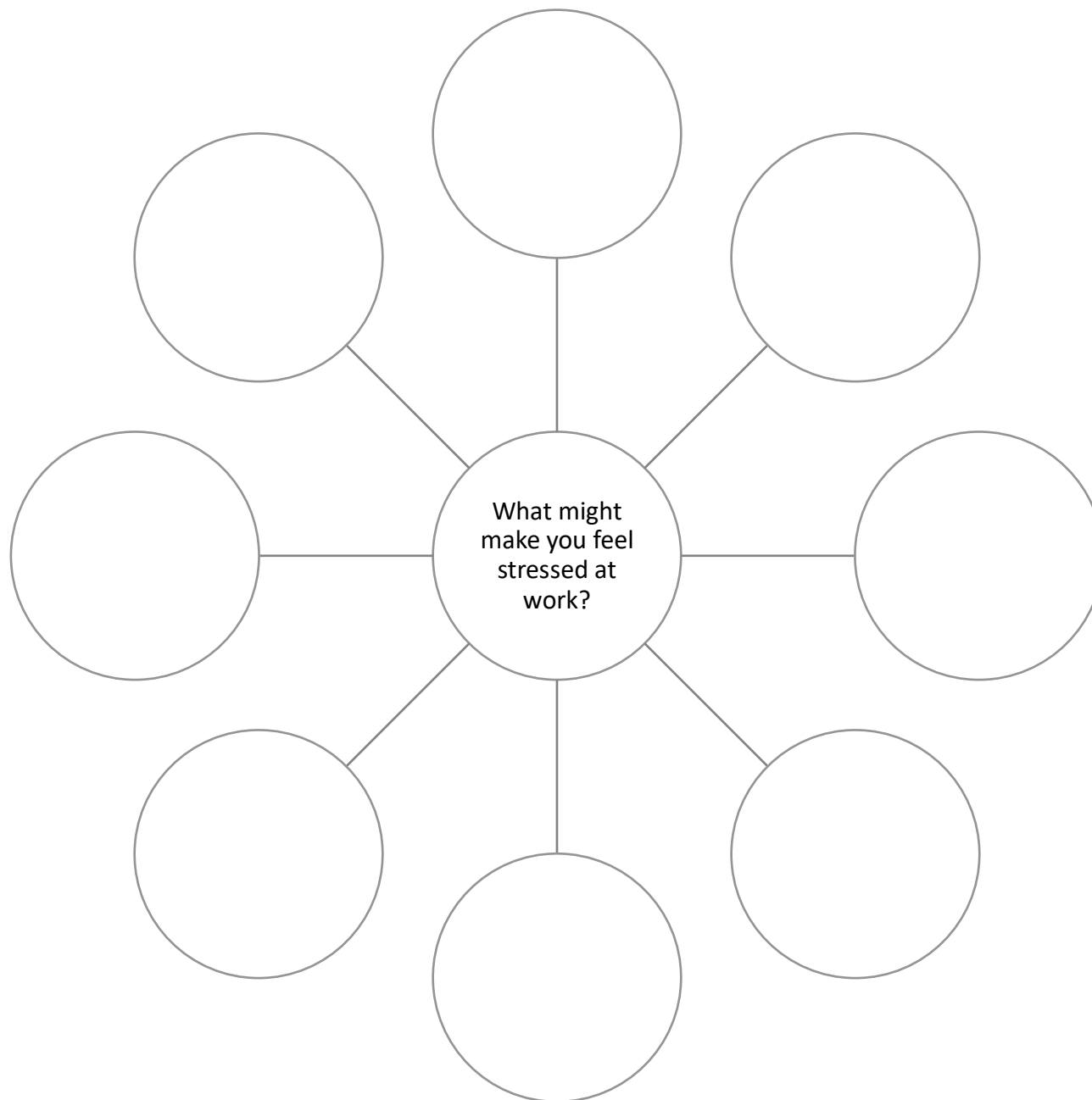
Include your advice for Safina and Ben in their thought and speech bubbles





Tuesday: Session Three






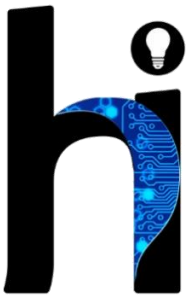




Your '5 a day' for health and happiness

1	2	3	4	5
Connect with other people	Be physically active	Learn new skills	Give to others	Pay attentions to the present moment [mindfulness]





Tuesday: Session Four

Information Set	Information Category	Destination I chose	Reasons I did/didn't change my mind
1.	Cost		
2.	Transport		
3.	Activities		
4.	Accommodation		
5.	Weather		

Reflection notes



Listing your skills and the type of person you are

Buzz quiz animal quiz notes

National careers service notes