



Graduate Resourcing and Development

OnTrack help you attract the brightest graduates, develop their skills and ensure they stay motivated and engaged.



For the last 20 years, OnTrack have been developing graduates for some of the best known companies in the world; BP, Kimberly Clark, KPMG and many others. Many of these graduates are now in senior management positions in world class organisations.

Our long association with Bright Futures, the leading graduate experts, has enabled us to develop an integrated package. They do the Attraction and Recruitment, we Induct, Engage and Develop! A superb combination of expertise and resources.

This is our service profile:

- Attract – we help you reach and attract the best of the best graduates, ahead of the competition.
- Recruit – we interview and select using our own bespoke matching processes.
- Induct – we develop an induction programme to ensure they come on board equipped to deliver optimum results.
- Engage – we work with you to develop management processes that deliver optimum performance.
- Develop – we equip them with skills and develop their executive potential.

Attraction

Our graduate attraction services include:

- Employer branding
- Creative campaign planning
- Campaign management
- Careers fairs and on-campus activity
- Student society liaison & sponsorship
- Media buying
- Digital strategy and web hosting



Bright Futures Resourcing also offers what no other recruitment outsourcing organisation can offer, namely access to the largest on campus student network in the UK – the Bright Futures Society – which we run nationally. This student membership organisation, founded in 1977, is specifically for career focused undergraduates and operates in over 28 Universities. Organisations work with the Bright Futures Society to not just raise brand profile but also help spot talent ahead of the competition.



Recruit

Successful recruitment requires a number of key elements:

1. **Understanding your business and culture** – our recruitment team spend time in your business experiencing first hand your people, culture and aspirations.
2. **A robust matching process** – we will design a bespoke selection process to fit exactly with your needs, from candidate management to full end to end recruitment. A branded online application process delivering powerful back office data to ensure we deliver the graduates you need, not just this year but every year thereafter.
3. **A positive 'candidate experience'** – this is critical to securing those whom you offer jobs to. Our assessment processes are consistently considered by those individuals 'going through it' to be more informative and 'positive' than those delivered by large organisations recruiting directly themselves. In summary our recruitment ensures we select looking at cultural fit, personal and organisational goals and competence profiles.
4. **A focus on the result** – we will not stop until you have secured your graduates.
5. **Increasing efficiency and driving out costs** – we typically halve the time you will spend recruiting graduates compared to the industry norm.

Induction

This is a critical and often neglected part of the resourcing process. Stimulating and maintaining the positive energy that graduates have when they come on board is vital to making a positive long term impression.

We also want to get them on board and delivering results in the shortest possible time.

Our induction process starts pre-employment with activities to get them on board swiftly and effectively. Our post-employment induction typically spans the first few weeks of coming on board. Activities are developed in close association with you the client.



Engage

We help you develop a 'learning culture' which positively supports the graduate during their time with you. It will be designed to ensure they maintain their level of motivation and connection with the company and its goals. This may involve managers and other key members of the delegate's team.



Develop

After induction, graduates will need to have further development to ensure optimum effectiveness.

OnTrack have developed a structured programme in conjunction with Bright Futures experts. This focuses on getting your graduates on board quickly and harnessing the enthusiasm and endeavour they bring. We call this the High Fliers programme. The key outcomes are:

- Getting graduates on board quickly, more motivated, connected and business focussed.
- Enhanced understanding of your business and how best to contribute productively.
- More competent, capable and professional.
- More commitment, engagement and improved retention.
- Increased management and leadership potential.
- Enhanced succession planning.
- A rapid return on your investment .

The High Flyers Graduate Development Programme outline:

Module 1 – Induction/Understanding the Business

- Company values, culture and behaviour expectations.
- The business proposition, USP's, company structure.
- Understanding the market place, competitors, customers.
- Adding value, how you can make an impact.

Module 2 – Communication and Negotiation

- Understanding the how/who/what/when and why of communication.
- How to effectively communicate/face to face/teleconferencing/video conferencing.
- Communication expectations of clients/customers.
- Presenting and negotiating with impact.
- How to structure and deliver an effective presentation.
- The six step process for effective negotiations.

Module 3 – Project Management

- How to develop a project plan.
- Understand the key elements and processes of project management.
- The DPIER model.
- Risk and contingency planning.
- Project modification and documentation.

Module 4 – Stakeholder Management

- How to evaluate key stakeholders.
- Developing a stakeholder network tree.
- Planning the influencing plan.
- Review the Slides of Response model.
- The 4 critical questions.
- How to give effective feedback.
- Driving stakeholder value.

Module 5 - Problem Solving and Decision Making

- Identify and describe a problem accurately, objectivity and fully.
- Able to analyse the true cause of the problem/issue.
- Facilitate problem solving sessions.
- Develop techniques for sound decision making under pressure.
- Testing logic through critical questioning.
- Steps for determining priorities.

Module 6 – Personal Development and Career Planning

- Develop deep awareness of self and align the reality of now to personal aspirations/goals/values.
- Explore options of other career or involvements.
- Assess development opportunities.
- Presenting self – e-applications/telephone/face 2 face interviews/assessment centres.
- Managing your life plan.
- Principle of organic growth.

Module 7 – Business Acumen

- How organisations raise and utilise their funds.
- Understand the high level construction of a balance sheet and P&L account.
- How to analyse a business using some simple key ratios.
- Identify the advantages and disadvantages of using financial accounts.
- Understand what drives key decisions for organisations.

Module 8 – Leadership

- Identify the difference between management and leadership.
- Understand the history of both management and leadership.
- Assess the future of leadership.
- Understand the key models that support modern leadership.
- Identify the behaviours of influential leaders.
- Explore leadership techniques that make a real difference.

Methodology

- 8 x 2 day workshops 6-8 weeks apart between each workshop.
- 45 minute telephone and face to face coaching sessions to support the learning.
- Pre-workshop assignments.
- Review and feedback on work based assignments (WBA) to further embed skills and add further value.
- Based upon CMI standards in management.

The Customised Graduate Programme

Should you feel the High Fliers programme is not right for you; we can develop a programme to precisely meet your needs.

Our customised programmes enable you to decide the content and methodology.

elearning - from the development of a branded learning management system to a suite of programmes integrated with workshops, seminars, work based projects and performance management processes. For some clients we have called this a Graduate Academy providing a resource for all the learning and development needs.

Webinars – scheduled short online learning events which are tutor led and can be completed at the location and convenience of the delegate, saving travelling time and cost.

Workshops – typically one and two day facilitated learning events.

PowerLearning - these are 30, 60 or 90 minute bites of learning with tools for success in key areas. These might be presenting effectively, time management, listening, creativity, etc.

Mentoring and coaching - each delegate could have an internal mentor and coach. This would be integrated with the other learning methods.

Work based projects - this would include work based assignments to develop new skills in relevant and practical situations. Delegates get support as required from managers and tutor.

OnTrack International

Suite 2 The Stables
Cannons Mill Lane
Bishop's Stortford
Hertfordshire
CM23 2BN
United Kingdom

Tel: +44 (0)1279 652255 Fax: +44 (0)1279 755839
info@ontrackinternational.com www.ontrackinternational.com