

HOST INFORMATION MINDSHOP EXCELLENCE



MINDSHOP EXCELLENCE – SKILLING TOMORROW’S PROBLEM SOLVERS

Document Purpose

The purpose of this document is to introduce the Mindshop Excellence Program to potential Host organisations. It is intended to provide a greater understanding of the benefits to the students and the community, in addition to explaining the role the Host company undertakes to ensure the Program’s outcomes are successfully achieved for all involved.

Overview

Mindshop Excellence is a structured five day Work Experience program for a team of up to 7 students aged 16yr – 17yr. Unlike other Work Experience programs Mindshop Excellence involves each team being placed with a local ‘host’ organisation or business for the week where the team will work towards solving a REAL problem presented to the team of students upon completion of their initial Training Day.

Objectives

The aims of the week long program include:

- To provide participants with new skills
 - Life building skills that can be used continuously throughout their lives
 - Team building skills developed by combining the strengths of each team member. This will involve tolerance and respect for each other as well as understanding individual needs and abilities.
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- To build confidence
 - Developing confidence is like most things in life; you take 2 steps forward and 1 step back! All these steps are of value; even the steps back are there to teach students how best to develop. Maximum confidence comes from building self esteem and maximizing the feelings that come from success.
 - **This program is designed to achieve both of these aims.**
- To foster links between each school and local business.
- To provide our local host company(s) a practical and innovative plan on how to solve a problem related to their needs – a solution which students have come up with.
- To have FUN whilst learning new skills.

HOST INFORMATION MINDSHOP EXCELLENCE



Key Activities

- Involvement of local businesses and industry, either individually or through an industry body, to form a partnership where their premises are used to host a team of students for the week long program
- Businesses involved develop a REAL problem or issue they will present to the team of students for them to work on during the week
- Students involved in the program are taught Mindshop Excellence problem solving tools delivered by trained Mindshop Excellence facilitators, who donate their time to this program.

Students present their recommendations to the business management on the last day of the program. In most cases, some or all of the team's recommendations are implemented by the respective businesses involved.

Achievements

- Over 5000 students involved over the last 21 years
- Schools and businesses are eager to become involved to the point where there is a waiting list
- Strong relationships and partnerships have been forged as a result of involvement of schools with local businesses and community groups
- Major issues have been resolved by teams of students

Education

- Students engaged in their learning
- Integration of curriculum delivery by the school
- Teachers linked with businesses and other organizations within community
- School linking curriculum to what community organisations offer

Business / Community Organisations

- Valuable input and contribution into the educational process
- Involved in the training of students prior to them entering the workforce
- Businesses taking on the role of positive mentors
- Provide training for current competencies as well as for future needs

HOST INFORMATION MINDSHOP EXCELLENCE



Project

A suitable project for the students can be discussed with the Host and Mindshop Facilitator prior to the commencement of the program.

We strongly suggest the project is real and relevant to the organisation. Students are made to feel they are an important part of your team by making staff available for interviews and with vital facts and figures shared, enabling them to solve a real issue of concern to your firm. They will gain a greater understanding of the highs and lows of working in the real world!

As a useful guideline for students, we suggest the Hosts prepare a handout for students to summarise their project for the week.

This can take the form of a one-page document. A **Mindshop Scope Template** will be emailed to the host after confirming the project. This document will outline the background of their challenge, objective of their research, suggested outcomes and some hints on how and where they could obtain their research material. It may also contain the names of contacts at host organisation, the students should use during the week for any requirements.

The students will be given their project by the Host company representative at the end of Day one, their training day.

Some of the projects undertaken by student teams include;

- Analyse & Streamline Incoming Goods System
- Solving Packaging & Labelling Problems
- Reassess the Marketing Strategies of a Medical Practice
- Conduct a feasibility study on the possibility of building a new R & D area at the Mars factory
- Develop a Relocation Plan for Manufacturing Company
- Improving Recruitment Services
- Improving time Management System & Customer Support Services
- Factory Lay-out & Organisation
- Paper Wastage in the Office
- Exploring waste issues within a manufacturing facility
- Raising the profile of a community Living and Learning Centre
- Conducting and compiling data from an Employee Survey
- Create unique 3D models that reflect the dynamic nature of 3D printing and the associated services that are currently offered

HOST INFORMATION MINDSHOP EXCELLENCE



Logistics

Students will be with your company for five days (Monday – Friday). The schedule for the five days is:

- Day 1 – Training in the basic Mindshop tools & presentation skills with a Mindshop Facilitator. Students will commence their training day at 9:00am until 3.00pm. Unless otherwise stipulated by the host.
- Day 2 - Students arrive on location at the host company. Preliminary familiarisation & data gathering
- Days 3 & 4 – Data gathering & analysis, problem solving & planning. Visit by the Mindshop Facilitator to check on progress of the report.
- Day 5 – Mindshop Facilitator will be with the students all day. Preparation for & presentation to representatives from the host organisation, their school & their parents – approximately 2pm. This can be determined by the host and students on day one. In most cases the actual presentation will take approximately 20-30 minutes and maybe another 10 minutes for questions and formal handing out of certificates and plaques.

Final Presentation Room Requirements

A suitable room will need to be provided for the final presentation (day five). The facilitator will need to have access to:

- Data projector if possible
- Whiteboard
- Flip chart
- On day five (the final presentation), the room will need to be able to accommodate an audience that may include Company members involved in the final report, school representatives, guests and the consulting team of students. It may be the same room the students use as their work area during the week of the program if that is convenient.



HOST INFORMATION MINDSHOP EXCELLENCE



Mid-Week Working Requirements

The students will need a suitable area in which to work for the remainder of the week. They will need access to:

- At least one computer (for the preparation of their report). Schools and/or students may be able to supply laptops for the week.
- Preferably a room that allows the team to set up and operate independently without disturbance for the week. The students often leave the charts mapping their problem solving processes displayed around the room to enhance the learning process
- Phones, if needed to contact relevant parties. The phone does not necessarily have to be in the room the students will be working in, provided they have access to a phone.
- Photocopier to run off copies of their report for distribution at the presentation
- A data projector if possible for the Thursday rehearsal and Friday presentation.
- A staff member who can act as a liaison within your organisation
- Employee Induction briefing
- Tour of business and explanation of:
 - where to store personal possessions
 - phone calls, emails or internet usage
 - where toilets are located
 - coffee/tea (if available), water or any other available refreshments
 - security, fire and emergency procedures
 - confidentiality issues
 - restricted work areas and equipment that students must not be involved with.
- Explain Occupational Health and Safety requirements, safe manual handling procedures.
- Point out any potential risk situations to reinforce safe work practices.
- Invite the students to ask questions at any time.

HOST INFORMATION MINDSHOP EXCELLENCE



The Responsibilities of the employer are to:

- Complete the relevant sections of the Work Experience Arrangement forms provided by the school.
- Fulfil his or her obligations required by the Occupational Health and Safety requirements
- Liaise immediately or as soon as possible with the school Work Experience Coordinator or the Mindshop Excellence Coordinator regarding any issues arising in the workplace. If the student is absent without notification, the employer should contact the teacher in charge of work experience straight away.
- In the case where a work experience student is injured, the employer must contact the school, either the principal or teacher in charge of work experience as soon as possible.

Please contact the Mindshop Excellence Director or the Mindshop Facilitator assigned to your project if you need clarification of any of these guidelines or if you are unable to provide any of this equipment and alternative arrangements can be made.

To register your interest in hosting a Mindshop Excellence Program or to obtain additional information, please contact:

Jane Ling

Frankston/Mornington Peninsula LLEN – Partnership Broker

Email: jane@fmpllen.com.au **Website:** www.mindshopexcellence.com.au

