

Work-based learning modules



Notes to KPMG NAF Champion:

The purpose of this document is to support KPMG NAF Champions, and their committees of volunteers, in providing meaningful **work-based learning (WBL)** opportunities in NAF Academies.

As a reminder, WBL can be **a technical or soft skill development opportunity, a career or college-readiness event, exposure to careers at KPMG, a panel, and more.** This document serves as a table of contents of available WBL modules KPMG can deliver to students in NAF Academies.

Best practices:

- ✓ All KPMG WBL events for NAF students in school year 2020–2021 will be virtual.
- ✓ The NAF Academy Leader (educator) and KPMG NAF Champion (advisory board member) should work together to identify the best technology for the meeting or event. (KPMG can offer Microsoft Teams or Skype. If other technologies are preferred by the school, the educator will need to initiate and manage the meeting instance.)
- ✓ A virtual event should not exceed **90 minutes**, and **interactivity should be incorporated at least every seven minutes.** This can be done through polls, whiteboards, Q&A, an activity, a breakout session, use of emoticons, and more!
- ✓ Remember to help NAF students and KPMG volunteers keep it professional. Request that an educator (who is a mandated reporter) be present at the virtual WBL event to monitor and address any behavioral issues or significant student disclosures, should they arise.

Available modules:

VF – “**Virtual Friendly**” means our team has some experience using this module in a virtual environment; materials may or may not be set up for virtual delivery. However, you are welcome to convert any of these to a virtual experience.

About KPMG (60 min, VF)

This presentation serves as an introduction to the firm that is geared toward high school students.

Branding U (timing below, VF)

This six-part workshop was developed by KPMG Campus Recruiting and adapted specifically for NAF audiences. *Any combination of one or more stand-alone modules can be delivered together or individually.* The modules include:

- **Dress for Success (30 min)**

- **Building your Billboard (30 min)** (optional add-on: 40-min résumé review)
- **Networking your Way to Success (60 min)**
- **Getting Sophisticated with Etiquette (45 min)** (optional add-on: 30 min meal)
- **Virtually Flawless (25 min)**
- **Acing the Interview (60 min)** (optional add-on: 30-min mock interview)

College Visit Template (timing flexible, VF)

Materials that are useful to plan a campus visit for students.

In school year 2020–2021, connect with your local colleges or universities on virtual campus visit options.

Contemplation on Careers Panel (60 min, VF)

Materials that are useful for hosting a panel discussion on career opportunities available at participating organizations.

Cyber Security Workshop (60 min, VF)

Delivered by KPMG Cyber Security services professionals, this workshop discusses internet safety and the personal and organizational implications of cyber security issues, as well as career possibilities in the cyber security industry.

Data and Analytics Workshop (60 min)

Delivered by KPMG Data and Analytics (D&A) professionals, this workshop introduces the field of D&A through demonstrations of D&A services that are delivered to KPMG clients, as well as career possibilities in the industry.

Excel Workshop (120 min – could break up into series)

This workshop introduces Microsoft Excel and some of its uses, both basic and for advanced business use. Students learn how to do simple tasks in Excel and are introduced to more advanced concepts.

Getting College Ready – PhD Project Professor Panel (90 min, VF)

This panel discussion involves area business professors in the KPMG Foundation–sponsored PhD Project who demystify higher education. Through this panel, professors empower the students to aim high with their education by sharing their personal journeys to college and beyond.

Innovation and Design Thinking Workshop (90 min, VF)

Delivered by KPMG Innovation & Enterprise Services professionals, this workshop introduces KPMG's Design Thinking for Business Model Innovation methodology, the business and personal cases for using it as a problem-solving method, and real-world applications that can be used for their projects and beyond.

KPMG Talks Inclusion (75 min, VF)

Delivered by a trained KPMG facilitator, this workshop discusses the importance of highlighting everyone's uniqueness and creating an inclusive work environment. The presentation is followed by a panel discussion, panelists from KPMG, and other invited companies, where professionals share dimensions of their identity and their views/experiences around inclusivity in the workplace.

Presentation Skills Workshop (60 min)

This brief workshop covers the basics of what makes or breaks a presentation, with activities included.

Professional Communications Workshop (30 min)

This brief workshop gives examples of dos and don'ts in professional communications and provides the students with necessary skills to communicate in a business environment.

Project Budgeting Workshop (90 min)

This brief workshop introduces the concept of creating, maintaining, and adjusting a budget as a team progresses through a project.

Sample Office Visit Materials (timing flexible)

This suite of materials contains a deck, agenda, and other guidance to put together a valuable visit for NAF students.

In school year 2020–2021, connect with your campus recruiting colleagues for creative ideas on virtual office visits.

Sustainable Cities Panel (60 min, VF)

Materials that are useful for hosting a panel discussion on sustainability. This can include professionals who work in sustainability for the firm or our clients, and employees who individually are passionate about sustainability inside and outside of work! (Think: KPMG Living Green Network.)

Teaming and downtime exercises (varies)

This collection of quick exercises and “brain breaks” is ideal to use in transition between activities or to constructively fill downtime during an event.

Teamwork and Working Styles Workshop (60 min, VF)

This workshop has students take personality tests to better understand themselves and their teammates, their skill sets, and how everyone can work together in a way that gets the most out of everyone's talents.



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