3i · Your monthly inspiration
Spreading our knowledge...

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June 2018
Welcome to your 3i magazine June 2018

We are sharing the inspiration which you crave...

3i magazine is your monthly digest of everything which is important to you and to us - we Make a Change, Expand your Horizons, Impact your workforce & take our mission so far and Beyond the Training of our learners.

We also proudly showcase our most successful learner of the month on Passion to Excel.

Contact us on 0843 509 4020 or e-mail to hello@xtp-int.com for any inquiries, business opportunitues and feedback.

We want to hear from you! Follow our social media channels for competitions and more inspirational content!

Twitter | Facebook | Linkedin

Oh yes! It's free!

Enter our monthly competiton to win paintballing for four!

Hey, 3i readers - it's your lucky day!
This month in the May issue of the 3i Magazine, we are giving you a chance to win 4 paintball tickets for one lucky winner! The tickets are excellent for a competitive team-building day with your colleagues or some fun day out with your friends and family.

How can you enter?
Simple. Answer this poll on our Twitter - share & like the tweet for your chance to win! Let's get the ball rolling! (Link: http://goo.gl/QDfxsr)
Better health through better living.

**Health and Wellbeing**

**Exercise to quit smoking?**
To mark World No Tobacco Day, when the world’s 1 billion smokers are encouraged to put down their cigarettes, Scott Laidler explains how exercise can help you to finally kick the habit and emerge healthier.

"Over my ten year career in the fitness industry I have seen many people utilise the discipline of exercise to combat the habit of smoking."

Normally, exercise is used in conjunction with something else – maybe you’ve decided to go ‘cold turkey’, try hypnotherapy, CBT, the Allen Carr method, etc. All will be trialed across the world, as smokers mark World No Tobacco Day by trying to stub out their habit – and all stand a better chance of success if you combine them with exercise.

The reason is that exercise helps your body to adapt to its new state of affairs. Smoking is an addiction; our bodies come to need regular hits of nicotine to go about their daily lives. That’s why coming off the fags is unpleasant: two weeks of intense withdrawal symptoms, normally followed by around six months of intermittent cravings.

Of course, those weeks and months of difficulty are nothing compared to the long-term health effects of smoking.

**Read more here: Telegraph**
(Link: http://goo.gl/gCdyHC)

**Equality**

**Gender balanced management teams make for safer and more engaged employees**

Sodexo has found teams managed by a balanced mix of men and women are more successful across a range of measurements including employee engagement and health and safety.

The five-year, one-of-a-kind study of 70 Sodexo entities across different functions represents 50,000 managers worldwide and tested the performance implications of gender inclusive work culture. The study examined women across all levels of management in order to investigate the “pipeline” that will ultimately affect gender balance at the top tier of businesses.

Sodexo’s study found that non-financial factors can also significantly benefit from a more equally structured leadership, with benefits including:

- Gender-balanced management reported an employee engagement rate that was 14 percentage points higher than other entities.
- Gender-balanced entities saw the number of accidents decrease by 12 percentage points more than other entities.

**Read more here: HRRReview**
(Link: http://goo.gl/SPWb5f)

**Personal Development**

**People with intellectual disabilities are not receiving the right levels of support when making big decisions**

Researchers from the University of Birmingham have found that people with intellectual disabilities receive much lower levels of support and guidance when making difficult decisions, especially those related to legal issues such as wills, advance decisions and power of attorney.

The new findings come from the ‘Everyday Decisions’ project, undertaken by academics from University of Birmingham’s, Law School. The project explored how people with intellectual disabilities make everyday decisions and how care professionals support them when they do.

The research looked at how mental capacity law works in practice, in order to identify good practice and where practical changes, shifts in social attitudes and legal reforms are needed to secure the rights of intellectually disabled people.

**Read more here: Birmingham.ac**
(Link: http://goo.gl/UbZPv2)
Health and Safety
Health and safety made simple: The basics for your business
If you think health and safety has to be complicated - it doesn’t.

The HSE website is made for employers and those who want some basic information on what they must do to make sure their businesses comply with health and safety law.

Managing health and safety doesn’t have to be complicated, costly or time-consuming. In fact it’s easier than you think. If you have taken reasonable steps to prevent accidents or harm to your employees (and the injury or illness was caused after 1 October 2013), you shouldn’t have to pay compensation.

For many businesses, all that’s required is a basic series of practical tasks that protect people from harm and at the same time protect the future success and growth of your business. The site will take you through the steps and help you make sure you have done what you need to - and no more.

“We’ve introduced the H&S ABC logo onto guidance and tools to show small and medium-sized businesses just how straightforward health and safety can be. So when they see the logo, they know that it’s designed specifically with them in mind.”

In general, health and safety laws apply to all businesses. As an employer, or a self-employed person, you are responsible for health and safety in your business. Health and safety laws are there to protect you, your employees and the public from workplace dangers.

The approach you take should be proportionate to the size of your business and the nature of your business activity. For most small, low-risk businesses the steps you need to take are straightforward. If you have fewer than five employees you don’t have to write down your risk assessment or your health and safety policy.

Source: HSE.gov.uk
(Link: https://goo.gl/tYLuxk)

British Values
Are British values important?
Kim Leadbeater is the sister of murdered MP Jo Cox. Since Jo’s death, Kim has continued her legacy by campaigning against loneliness and bringing communities together.

In a special report for BBC Radio 5 live, she investigates what “British values” mean to ordinary people.

“Since Jo was killed, my life has been turned upside down and a lot of what I thought I knew and understood about living in our country has been challenged.

I love this country, I love being a part of Great Britain and Jo loved this country too.

But there are issues we need to talk about, and even though it may be difficult, we have to try.

Understanding different views and listening to people’s legitimate concerns is vital if we are to eradicate hatred and build strong communities.

One thing I really wanted to understand was what people - normal, everyday people like me - think about and understand by
the term ‘British values’.

**The Government has its own definition** - it says British values are: democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

But how do they relate to people in the real world?

“I headed to Manchester to find out. First stop, the Church of Nazarene, parent and toddler group.

Martin, who has three daughters aged nine, seven and three, had one of my favourite examples of a true British value: ‘Things like our next door neighbour taking our bin in.’ he said.

I was interested to hear what values Martin and the other parents wanted their children to have.

Lauren hoped her two children grew up to be kind and tolerant.

‘You don’t have to understand why people have different religions or why they follow that religion. Just accept that it’s there.’ she said.

A mile up the road, at a busy pensioner lunch club, I found a group of older people who at times were quite pessimistic about what they saw as the loss of British values.

Liz, 62, said: ‘There’s no respect for the elders, respect for the police, no respect at all... Youngsters today, they just seem to do everything and anything they want.’

David, who is in his late 60s, thought equality was another lost British value. He sees a big gulf between big businesses and normal people.

‘The wealthy get away with murder as far as I’m concerned,’ he said. ‘Corporate fraud - nothing’s done about it.’

One way the pensioners were in agreement with the parents I’d met earlier was their belief that community spirit was a core British value.

Read more here: BBC
(Link: http://goo.gl/pL5qR7)
Finance
Is your job costing you over £1,600 a year?
Research into how much having a job costs has found that working in the UK could cost you an average of £1,623 a year in work expenses.

Calculated by giffgaff game plan, the figure was reached by surveying 2,000 UK office workers about their workplace expenditures. As a result, the average Brit was found to spend the following amounts every year thanks to their job:

• Commuting: £833.63
• Lunch: £417.42
• Snacks and drinks: £217.14
• Clothing/uniform: £108.61
• Workplace presents (birthdays/leaving etc.): £28.55
• Charitable donations/sponsoring colleagues: £18.06

When projected over a 40 year working life, this equates to £64,936.40 – or more than twice the current average UK annual salary.

Respondents were also polled about which expenses they were most unhappy about paying for. Commuting easily topped essential expenses with 30% of the vote. When asked about non-essential costs, charitable causes were the biggest sticking point, with a quarter of people unhappy about opening their wallets.

Over half (54%) of people felt overly pressured into contributing towards workplace gifts, with women (62%) feeling notably more pressured than men (46%).

There was a strong opinion that work related social events should be subsidised, as 55% of people believe it is their employer’s responsibility to cover these costs.

Nicola Vidal, Head of Commerce at giffgaff game plan, commented on the research and what workers can do to cut down on spending:

“Try car-sharing with a group of co-workers and batch cooking lunches you can microwave at work.”

Read more here: HRReview
(Link: http://goo.gl/shCXjc)

Human Resources
Few employers prepared for talent challenges from expected surge in work automation
Automation in the workplace, including the use of artificial intelligence (AI) and robotics, is expected to surge in the next three years, according to a survey by Willis Towers Watson, a leading global advisory, broking and solutions company.

However, the survey revealed very few companies and HR functions are fully prepared to address the organisational change requirements related to automation as well as less reliance on full-time employees.
and greater reliance on contingent talent.

The Global Future of Work Survey found that companies expect automation will account for on average 22% of work being done in the next three years. That compares with 12% of work companies say is being done using AI and robotics today, and just 7% three years ago.

“UK companies clearly see work automation gaining momentum, with little signs of slowing down anytime soon,” said George Zarkadakis, Digital Lead for Willis Towers Watson’s Talent and Rewards practice.

“The implications for HR and talent strategies are immediate. On one hand, the growing use of AI, robotics, free agent workers, contractors, consultants and part-time employees brings with it HR challenges that only few organisations are prepared to tackle. On the other hand, many companies recognise the need for breakthrough and innovative approaches — and are reinventing work and how talent and skills combine.”

Indeed, according to the survey, less than 7% say their HR functions are fully prepared for the changing requirements of digitalisation, although on average, fewer than a third are somewhat prepared and have already taken some action to prepare for the future. For example, 31% of companies have taken steps to address talent deficits through workforce planning and actions while 32% of companies have taken action to identify the emerging skills required for their business; 29% have taken action to match talent to the new work requirements, and 27% have taken action to enable careers based on a more agile and flattened organisation structure.

Additionally, many respondents are either planning to take action this year or considering measures to prepare for the future, such as deconstructing jobs and identifying which tasks can be automated (50%) and identifying reskilling pathways for talent whose work is being subsumed by automation (48%). Employers are also taking action to identify “skill and will” gaps as automation changes skill premiums (50%), and reconfigure total rewards and benefits to fit a radically different workforce (53%).

Read more here: WTW
(Link: http://goo.gl/jjxfxt)
Passion to Excel

Emma has bragging rights!

This month we are proud to showcase our ‘Learner of the Month’ Emma Fleming!

Congratulations from us here at Xtp and we hope that you enjoy your gift for your successful endeavours with your learning.

Emma has started her training on the 3rd of August, 2015 and has made incredible progress training to achieve her qualification in Management Level 3 and has achieved 100% progress this month!

She has been working with Borough Care - based in Stockport - a charitable organisation who aims to provide safe and comfortable care homes for older people. They are the leaders of the sector as the providers of care services for older people - and Emma has continued to grow his skills further by completing her qualification whilst also working at Borough Care.

“At Borough Care we celebrate individuality and are dedicated to providing high quality, personalised care. We take time to find out what each and every person loves, so we can deliver the care and support our residents need to continue to live fulfilled and valuable lives.

As a not-for-profit organisation, we reinvest any surplus money into the services we offer, to serve the best interests of our residents and their families.”

Check out Borough Care’s website here to find out more. (Link: http://goo.gl/EAenXV)

Comments from the tutor:

“Emma has worked hard over two weeks to complete all the outstanding work that she needed to in order to achieve her qualification. During this time Emma showed 100% commitment. Congratulations on having achieved our Learner of the Month award!”

Julie Carrigan - Emma’s Vocational Coach
Beyond the Training

Life hacks & Personal growth!

Top 10 Transferrable Skills

You will likely come across the term **transferable skills** and wonder what’s meant by this. This is a specific set of skills that **don’t belong to a particular niche, industry or job**; they are general skills that can be transferred between jobs, departments and industries (hence the name). Employers often value these skills because they can be used in so many ways in the workplace. Transferable skills are those that you develop as you progress through employment, education or training. Communication, problem solving and team work are all examples of transferable skills because they can be used in any employed role, your education or vocational training.

As such, it is important that you **emphasise your transferable skills** throughout your application documents and during your interview. Read below for our personally picked transferrable skills!

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### #1 Business Strategy
Understanding business strategy is a fundamental skill, whether you are joining a small business or a large corporation. The term business strategy is used to describe a set of actions, plans and goals concerning how the business intends to compete in a particular market with a specific product or service offering.

### #2 Leadership and Team Management
Effective leadership and management involves taking charge and motivating others to achieve specific goals on an individual, team and company level. Possessing leadership and team management skills will mean that you can effectively manage groups and delegate responsibilities, plan and coordinate a variety of tasks, solve problems and resolve conflict, make and implement decisions and coach others.

### #3 Problem Solving
Every business encounters issues and if you can demonstrate your ability to solve problems, this will be a major bonus for your application. Some problems are easier to solve than others and often they relate to the achievement of goals and the barriers that prevent these goals from being achieved.

### #4 Teamwork Ability
Collaborative working is a must for any organisation. Employers want to see their staff work together toward the achievement of common goals. Effective teamwork involves sharing credit and accepting responsibility for your own work, being receptive to the ideas and suggestions of your colleagues and building rapport with staff across all areas of the business.

### #5 Data Analysis
Being able to analyse data is a key task in many different businesses. From identifying patterns to understanding customer metrics, the ability to evaluate information effectively will contribute in some way to the business. The complexity of this analysis will depend on the company and the specific role, but an aptitude for interpreting information, extracting results and developing reports is a valuable transferable skill.

### #6 Communication Skills
Being able to communicate well is perhaps one of the most basic employability skills. Verbal communication is about communicating clearly and concisely with others, whether it is a customer or colleague. In the world of work you will be required to present information to a range of audiences both inside and outside the business.

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Read the rest of our Top 10 Trasferrable Skills over at Wikijob.co.uk (Link: http://goo.gl/aQq9u3)