

ASPIRING LEADERS

Programme

Information Guide - Oct 2023



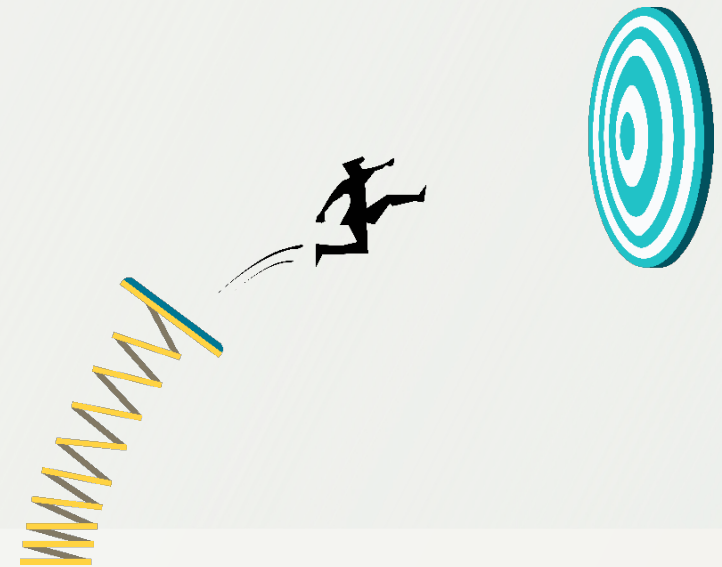
Doceo 

THE DOCEO MISSION

Founded in August 2019 by Stephanie Lartey and Zoë Mabo, we believe that we owe it to the next generation coming up behind us to equip them with the skills they need to become the leaders of tomorrow. To achieve this we aim to instil in our students a work ethic and love of learning that will be with them for life. We know that growth doesn't happen in one place, or with one formula. Growth doesn't happen overnight, it happens over time, it takes dedication, nurturing and a mindset that embraces the process.

We are on a mission to champion continuous growth, to provide every student with opportunities, resources and practical knowledge to determine their own future. Our story has only just begun.

Doceo 



OUR VALUES

The core pillars of Doceo.



1

We **Grow** Together.



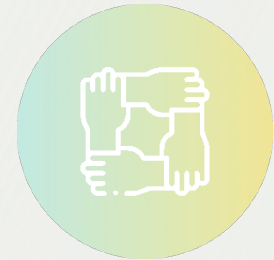
2

We **Succeed** Together.



3

We are a **Community**.



ASPIRING LEADERS PROGRAMME MANAGEMENT



PERU OGUNKUNLE

Programme Coordinator



STEPH LARTEY

Programme Support



ZOE OS.

Programme Administration

PROGRAMME OVERVIEW

1

The Aspiring Leaders Programme, sponsored by the National Lottery and in partnership with LIVE mentoring, is a 1-week personal development coaching and mentoring programme for students in years 10 to 13. There are 20 spaces available on each cohort. This programme is designed to develop soft skills through practical teaching and interactive solo and group assignments. To achieve this the students will have 8 hours of group coaching over the course of the the October half term (w/c 23/10). In addition to this, the students will receive 1-1 mentorship from a professional.

There are two personal development streams on the programme, split into smaller modules:

- 1. Business professional stream:** Financial Literacy, Entrepreneurship, Personal Branding, and Communication
- 2. Effective growth stream:** SMART Goals, Productivity, Wellbeing, Communication










Students apply to their stream of preference and are allocated to a stream on a first come first serve basis. Students will be assigned a mentor at the beginning of the programme. The students will have the opportunity to have 3 sessions with their mentor between November and December, during which they'll be able to get to know more about their mentor's career journey, ask any questions they may have and explore their personal career questions.

Each module on this stream will take place over the week. The Personal development coaches for each module will provide a 2 hour of teaching. Following on from the session coaches will assign a solo or group task for students, as well as a quiz to provide the students with an opportunity to consolidate their learning.

Applications for the 2023 cohort of Aspiring Leaders Programme will open on the 5th of September and close on the 3rd of October. The programme will officially start on the 23rd of October with the first session.

All students of the programme will be added to a Telegram group where they will have access to their fellow peers on the programme, mentors and coaches. This space is provided for students to stay informed, ask questions, share insights, ideas and network.

The programme will officially end on the 27th of October with a closing graduation ceremony. During this ceremony we will wrap up the programme, give out awards and hopefully facilitate a fun virtual group.

	Start	Module 1	Module 2	Module 3	Module 4	End
BUSINESS PROFESSIONAL STREAM		 Financial Literacy 23 rd Oct 2023 LIVE: 12pm - 2pm	 Personal Branding 24 th Oct 2023 LIVE: 12pm - 2pm	 Entrepreneurship 25 th Oct 2023 LIVE: 12pm - 2pm		
EFFECTIVE GROWTH STREAM	Induction (Pre-Recorded)	 SMART Goals 23 rd Oct 2023 LIVE: 12pm - 2pm	 Productivity 24 th Oct 2023 LIVE: 12pm - 2pm	 Wellbeing 25 th Oct 2023 LIVE: 12pm - 2pm	Communication 26 th Oct 2023 LIVE: 12pm - 2pm	Graduation 27 th Oct 2023 LIVE: 12pm - 1pm

BUSINESS PROFESSIONAL STREAM PROGRAMME SCHEDULE

Module 1	Module 2	Module 3	Module 4
Financial Literacy (23 rd Oct 2023)	Personal Branding (24 th Oct 2023)	Entrepreneurship (25 th Oct 2023)	Communication (26 th Oct 2023)
Coach: Woke Finance This module will build your foundational understanding of money and finances through topics such as: <ul style="list-style-type: none">• What is money?• Paying yourself first/Savings• Budgeting• Credit and Debt/Credit Scores• Investing• Pensions• Generational Wealth• Insurance (income protection, life)• Taxes	Coach: Victor Sosanya This module give you an insight into how to build and execute your personal brand through topics such as: <ul style="list-style-type: none">• What is a personal brand?• Importance of a personal brand• Building your personal brand• Making your brand unique• Where to communicate your personal brand	Coach: Subomi Odanye This module give you an insight into leadership and having an entrepreneurial mindset through topics such as: <ul style="list-style-type: none">• What is an entrepreneur?• Characteristics of an entrepreneur• Components of everyday leadership• Debunking common myths about entrepreneurship• Growth Mindset• Key components of business	Coach: Kam Taj This module gives you an insight into how to effectively communicate and network through topics such as: <ul style="list-style-type: none">• What is communication?• Greetings• Verbal communication• Non-verbal communication• Elevator pitch• Interview skills• Body language

EFFECTIVE GROWTH STREAM PROGRAMME SCHEDULE

Module 1	Module 2	Module 3	Module 4
S.M.A.R.T Goals (23 rd Oct 2023)	Productivity (24 th Oct 2023)	Wellbeing (25 th Oct 2023)	Communication (26 th Oct 2023)
<p>Coach: Zaneta Ezeigbo</p> <p>This module will give you the tools and knowledge needed to set goals effectively, put them into perspective and work towards achieving through topics such as:</p> <ul style="list-style-type: none">• SMART goalsetting• Goals v tasks• Reviewing your goals• Rejection theory• Dealing with failure	<p>Coach: Kaira Ahmed</p> <p>This module give you insight into the world of productivity from our very own productivity guru through topics such as:</p> <ul style="list-style-type: none">• What is time management?• How to prioritise• Tracking your time• Effective studying methods• Productivity management systems• Organisation apps/tools	<p>Coach: Denise Brown</p> <p>This module give you an insight into how to become more self-aware and how to look after your mental health in productive ways, through topics such as:</p> <ul style="list-style-type: none">• What is stress?• Stress vs. Pressure• Communicating stress with adults/ parents• Managing stress• Balancing personal struggles with education	<p>Coach: Kam Taj</p> <p>This module gives you an insight into how to effectively communicate and network through topics such as:</p> <ul style="list-style-type: none">• What is communication?• Greetings• Verbal communication• Non-verbal communication• Elevator pitch• Interview skills• Body language

COACHES

Business Professional Stream

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JACQUES OPOKU

Financial Literacy Coaches

Jacques is an Investment Management Professional by day and a Personal Finance Coach and Educator by night. He is the founder of JAXFinancial UK and a Co-founder of Woke Finance CIC. Mr Jacques Opoku is well recognised for his unique ability to communicate complex and complicated financial concepts in easy to digest, jargon free ways.



PETER OLAWAYE

Peter is a Corporate Partnerships Manager working with businesses who have an interest in supporting people facing financial hardship. He is the Co-Founding of Woke Finance CIC. Peter is known for his extensive background in the charity sector, predominantly working with young people across education and the youth justice sector.



SUBOMI ODANYE

Entrepreneurship Coach

Subomi is CEO and founder of a sports marketing agency called Divrse Media. An agency that specialises in connecting brands to young and diverse communities. Subomi has been building Divrse Media for two years and has worked with the likes of premier league football clubs, brands like Adidas and many more. Subomi's session will be on what is entrepreneurship? What skills are required to be an entrepreneur? and how to start a business.



VICTOR SOSANYA

Personal Branding Coach

Victor, an award-winning economics grad pursuing an MSc in Entrepreneurship at the University of Cambridge, was named the 9th Top Future Leader for African/Caribbean UK students and Global Undergrad Winner 2022 in Economics. He started at Credit Suisse after a Warwick scholarship, founded The Valuable Community, and is a trusted speaker and consultant for global orgs.



COACHES

Effective Growth Stream





ZANETA EZEIGBO

S.M.A.R.T Goals coach

Zaneta is a qualified life coach specialising in personal development where she helps others become their best selves. Zaneta obtained her diploma in life coaching shortly after her degree in Psychology during the pandemic, where she started Coaching with Zee. Coaching with Zee is a movement, dedicated to inspiring and motivating other young adults on their personal development journey. Through coaching, she enables others to overcome their own mental hurdles to raise their aspirations and confidence in addition to achieving their goals.



KAIRA AHMED

Productivity Coach

Kaira Ahmed, founder of LEVOUK and a TikTok content creator, is a passionate educator specializing in effective study techniques and productivity. Through LEVOUK, she offers a wide range of resources, while her TikTok videos provide bite-sized wisdom on learning and personal growth. With a strong academic background and a focus on making learning engaging, Kaira is dedicated to helping students excel academically.



DENISE BROWN

Wellbeing Coach

Denise Brown is the founder of 4YoungMinds, a social enterprise that empowers young people aged 11-25 to take control of their own wellbeing. Through interactive workshops and 1:1 mentoring, Denise has worked with young people for over a decade to help them to understand and look after their mental health, whilst building resilience and self-confidence.



COACHES

Communication Module

Business Professional and Effective Growth Stream



FINISHING WITH A BANG!



KAM TAJ

Communication Coach

Kam is a London-based performance coach, speaker and author with a 1st Class Engineering degree from Cambridge University and a professional background in management consulting.

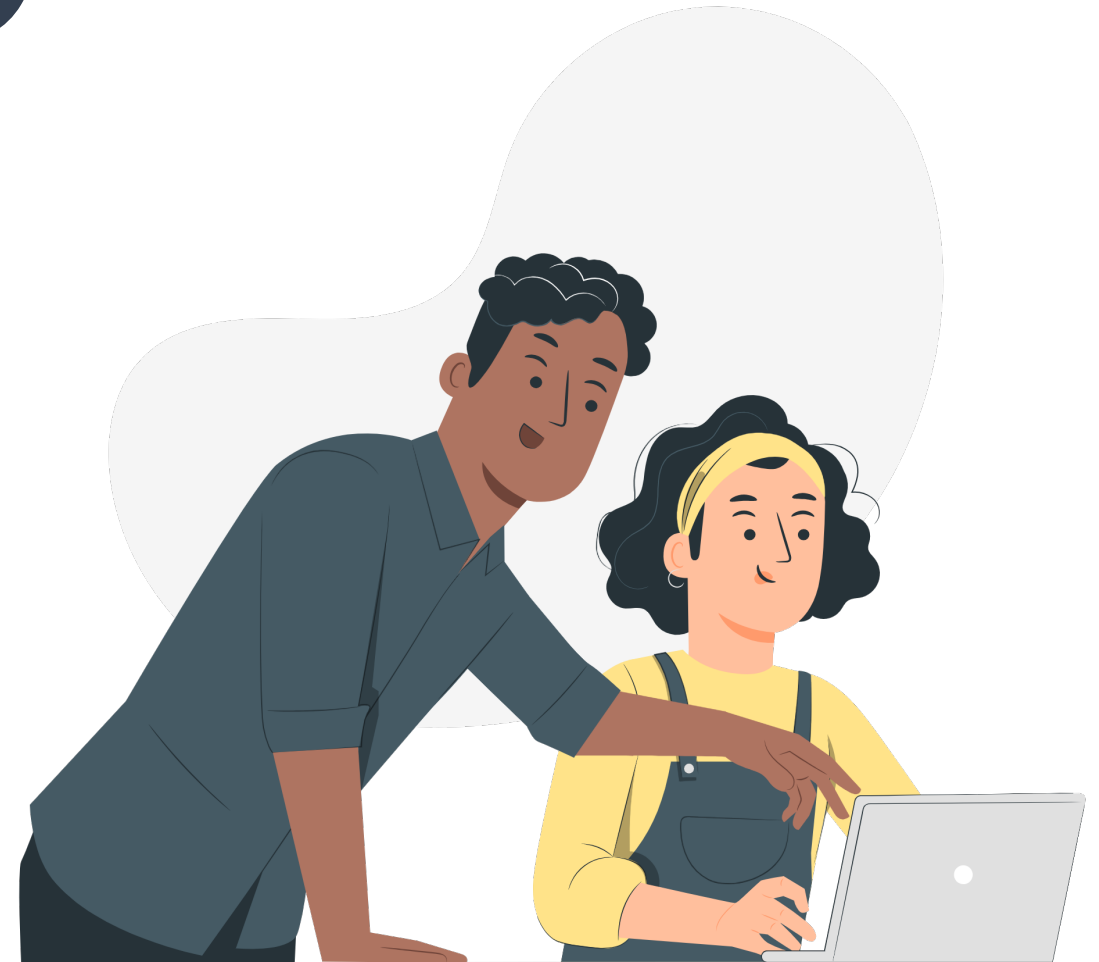
In his work with professionals, Kam coaches leaders, executives and founders on creating sustainable high performance in their careers and relationships through his 1:1 coaching, corporate talks, keynote speeches, and leadership programmes. His clients range from lawyers, investment bankers and consultants through to tech founders, start-up leadership teams, and small business owners. His workshop topics include leadership, sustainable motivation, resilience, emotional intelligence & communication.

In his work with students, Kam is the creator of the Exam Success Academy online portal and author of The Ultimate Guide To Exam Success. As well as his 1:1 coaching and mentoring programmes, he has delivered talks & workshops to over 5,000 students across 20 schools and universities on the topics of: academic success, interview skills, motivation, time-management & mental wellbeing.



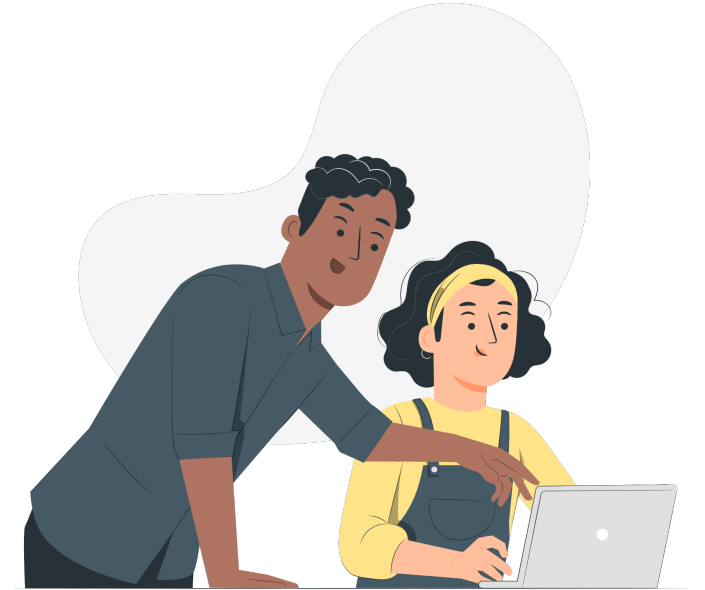
MENTORING SESSIONS

In Partnership with LIVE Mentoring



HOW THE MENTORING WORKS.

- The mentoring portion of this programme is being done in partnership with LIVE Mentoring.
- The LIVE Mentoring team, alongside us will match you up with a mentor based on your interests and career aspirations.
- You will be assigned a professional mentor during the week of the Programme.
- On **Thursday 26th October** there will be a short **Virtual Mixer** to have the opportunity to meet all the mentors and network with your fellow ALP Ambassadors.
- You will be introduced to your mentor during the mixer, which will be followed up by an email introduction.
- Following that, you will have 3 1-on-1 sessions, meeting with your mentor between November and December.
- Your mentoring sessions will be held over Microsoft Teams or equivalent, during which they'll be able to get to know more about their mentor's career journey, ask any questions they may have and explore their personal career questions.
- Once you have been matched with you mentor and a time has been chosen a reoccurring calendar invite will be set up.



VIRTUAL MENTOR-MENTEE MIXER

HOSTED BY LIVE MENTORING ON ZOOM

Thursday 26th October 2023 7pm - 8pm.

Introduction of LIVE and Doceo

Round 1 of Speed Networking

Round 2 of Speed Networking

Round 3 of Speed Networking

Closing & Next Steps



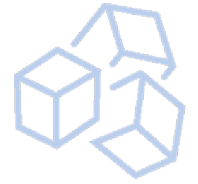
APPENDIX

Aspiring Leaders Programme Curriculum

- Business Professional Stream Curriculum
- Effective Growth Stream Curriculum
- Cross Stream Module Curriculum



BUSINESS PROFESSIONAL STREAM MODULES



FINANCIAL LITERACY

- **Money** – a definition of money and what is considered legal tender. What cryptocurrency is
- **Budgeting** – giving an overview of what a budget is, the benefits of a budget and how a beginner can start budgeting. Useful apps for budgeting. The importance of saving. Your first paycheck – how to avoid lifestyle creep, how to manage income effectively
- **Credit and debt** – an overview of credit/debt and why they are important. Thoughts on if debt is inherently good or bad
- **Investing** – an overview of what investing is. Most common forms of investing e.g. property, stocks
- **Taxes** – an overview of taxes. Progressive vs regressive tax systems. Reclaiming taxes if you're being taxed incorrectly. What taxes are used for. e.g American healthcare system vs UK healthcare systems
- **Pensions** – an overview of what a pension is

ENTREPRENEURSHIP

- **Entrepreneurship** – an overview of what entrepreneurship is
- **Characteristics** – traits that entrepreneurs usually possess
- **Intrapreneurship** – an overview of how the key characteristics of an entrepreneur can be useful and nurtured in a working environment
- **Myths** – some common misconceptions about entrepreneurship
- **Key components of business** – the essential elements of businesses and how they function (sales, profits etc)

PERSONAL BRANDING

- **Personal branding** – an overview of what personal branding is, its components and its importance
- **Brand building** – effective ways to build one's brand and make it unique
- **Brand communication** – best avenues/methods to communicate one's brand
- **Social media** – an overview of how to use your social media to showcase your personal brand



EFFECTIVE GROWTH STREAM MODULES

S.M.A.R.T GOALS

- **SMART goalsetting** – explanation of what SMART stands for and tips for starting with SMART goalsetting.
- **Goals vs tasks** – explanation of key distinctions between the two.
- **Goal reviews** – effective system for assessing goal progress.
- **Rejection theory/dealing with failure** – best practice on how to handle outcomes which are deemed unsuccessful.



PRODUCTIVITY

- **Time management** – useful time tracking apps and tools.
- **Prioritisation** – how to effectively organise tasks in order of urgency and importance.
- **Time tracking** – useful time tracking apps.
- **Effective studying methods** – techniques for studying such as the Pomodoro technique and time blocking.
- **Resources** – recommended apps and tools for general organisation and time management.

Doces 

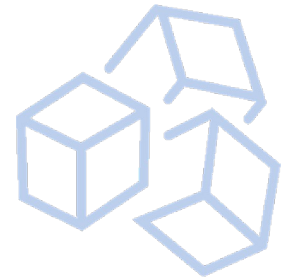
WELLBEING

- **Holistic wellbeing** – understanding what wellbeing is.
- **Cultivating wellness** – developing tools to support personal wellbeing as an individual and with the help of others.
- **Stress vs. Pressure** – understanding the difference between the two and developing tools to respond in a healthy way.
- **Cultivating autonomy** – understanding what it is and how to exercise it to promote personal wellbeing.



BUSINESS PROFESSIONAL AND EFFECTIVE GROWTH STREAM MODULE: COMMUNICATION

- **Communication** – an overview of what communication is and the different types of communication (verbal and non-verbal)
- **Elevator pitch** – what an elevator pitch is and how to perfect it
- **Written communication** – how to write emails tailored to different audience groups
- **Networking** – importance of networking and how to do it properly
- **Speaking diplomatically** – how to have discussions with people with different views
- **Navigating uncomfortable conversations** – an overview on how to communicate to people with different personality types. How to communicate when you're upset with a peer/colleague about something





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