



Volunteer Guidance 2020-21

Deliver a school activity or Cisco Pathways workshop

1) Pick a school near you

- Approach the 'Careers Leader' by phoning the school or sending an email marked for the Career Leader's attention.
- Explain that you would like to run an activity or workshop for their students. Think about which year group you think would be suitable, what content you'll deliver, how much time you'd need and when you could do it.
- Could you fit in with an existing schedule of events that the school might be running? E.g. a careers fair
- Or you can email Hannah Weston at hannah.weston@mykindafuture.com to approach a school on your behalf, or recommend a school near you.

2) Setup the event

- Consider if the event will be face to face or virtual.
- For a virtual event you will need to consider what online platform the school can use (E.g. Cisco Webex, Google Classroom etc.).
- When are you available to run the event, and can the school accommodate this date?
- Will you deliver the session alone or with Cisco colleagues?

Things to speak to the school about beforehand...

- o Equipment you will need (common requirements will be a computer, projector facilities, paper, flip chart paper, pens). Will you set up any Cisco technology?
- o How you will present (E.g. will you use a PowerPoint directly from your laptop or email the PowerPoint ahead to the school?)
- o Let the school know the full names of any Cisco volunteers attending on the day
- o Do you have a DBS check? It might be okay if you don't, but it means a teacher will need to stay with you throughout the entirety of the workshop.
- o Parking facilities – not all schools have available parking so be sure to ask this in advance.

3) Content

- What will your session be about? You may wish to give a talk about what it's like to work at Cisco or run an interactive workshop on a specialist subject that you're familiar with – for example A.I or cyber security. Think about any slides you'll need to prepare in advance and use the template content if needed. Will you need any additional materials?

- On the Cisco Pathways website you will find existing [1 hour classroom resources](#), spanning STEM subjects (Science, Technology, Engineering and Maths). These have ready-made PowerPoint decks and handouts you can print and use for Year 7-9 students.
- You can email Hannah Weston at hannah.weston@mykindafuture.com for the workshop content delivered as part of the Cisco Pathways programme. These sessions are run in West London and Reading schools spanning topics such as [A.I and computer networks for Year 7-9s](#).

Other ways to volunteer for the Cisco Pathways programme

1) Give a careers talk

- This could be used as part of an assembly or a lesson and could be delivered face to face or virtually.
- For Year 7-9s (age 11-13) – Deliver an inspiration talk which focuses more broadly on Cisco as a company, or relevant technology topics such as A.I, cyber security etc.
- For Year 10-13s (age 14-16) – You can talk more around your role at Cisco, a day in the life of your job, your career path, what you studied, key employability skills that are important to develop for a role in your field etc.

2) Record a bite sized video for the Pathways website

- This could follow the structure outlined above for the various school year groups or be about a passion topic of yours within the STEM or technology field that would inspire young people.
- You can record a video on your smart phone or laptop – don't worry about editing the video unless you already know how to. Just ensure your device is on a flat surface when filming (don't hold your device) and record it in landscape view. Plan what you want to say and record in a few takes. Once recorded send it over to Hannah Weston at hannah.weston@mykindafuture.com.
- If you would like some help on how to structure your video, or topics to cover – please feel free to email Hannah Weston at hannah.weston@mykindafuture.com for advice.

3) London/Reading volunteers – become a mentor for a school Senior Leader

- Cisco run a mentoring programme for senior school leaders, to support them with a range of topics such as challenges with running a department, personal development, solving challenges using technology, or even more exposure to commercial networks.
- Are you a Cisco senior leader that would like to offer mentoring to a senior leader from one of our partner schools? Many of the leadership skills required and developed at Cisco are transferable to a school setting (E.g. public speaking, networking, running meetings or events, marketing). Email Carlene Coward at ccoward@cisco.com to volunteer and find out more.

4) Want to contribute in another way?

- Email Carlene Coward at ccoward@cisco.com.