

2025

BUSINESS ADMINISTRATION PRACTICAL WORK EXPERIENCE

Comprehensive Manual to guide you through the training program for
Practical Work Experience in phases.

Brand Me 4 Job



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www.brandme4job.com



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INTRODUCTION

Gain industry experience in the field of Business Administration

1. Welcome Message:

Welcome to the Brand Me 4 Job Business Administration Practical Work Experience Program! During your training, you'll gain hands-on experience in business administration, work with real-time data, and tackle meaningful projects. Our goal is to support your growth and help you develop key skills for your future career.

02. Program Objectives:

- Develop practical understanding of business operations.
- Strengthen decision-making and problem-solving skills.
- Enhance communication and teamwork abilities.
- Apply business analysis in real-world scenarios.
- Understand strategic planning and execution.
- Build confidence in handling administrative tasks.

03.Tools & Platforms Overview:

- | | |
|---|-------------|
| Google Workspace / Microsoft Office Suite | Trello |
| Calendly & Cal.com | Canva |
| Monday.com | Slack |
| Prompt Engineering - ChatGPT & AI Tools | Notion |
| Google Analytics & Zoho Analytics | Hubspot CRM |

04. Learning Outcomes:

- | | |
|--|--|
| Gain proficiency in managing and organizing tasks effectively. | Build skills in scheduling and coordinating business activities. |
| Develop the ability to analyze and interpret business data. | Strengthen problem-solving and decision-making capabilities. |
| Enhance collaboration and communication within teams. | Improve productivity through automation and efficient resource management. |

05. Support Structure:

- | | |
|--------------------------------------|------------------------------------|
| Access to Brand Me 4 Job's resources | Continuous feedback and evaluation |
| Regular mentorship sessions | Practical task-based learning |

This program is designed to give you practical experience while building your professional portfolio in Business Administration. You'll work on real projects using industry-standard tools, preparing yourself for a successful career in the field.

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PHASE 1: IDENTIFICATION

Understanding Business Administration Fresher Roles

01. Objective:

To comprehensively understand entry-level Business Administration positions, their requirements, and growth potential in the UK job market.

02. Research Guidelines:

2.1 Use platforms like

- Stunited.org job board
- LinkedIn Jobs
- Indeed UK
- Major company career pages

2.2 For each role, document

- Average starting salary range
- Required qualifications
- Essential skills
- Common responsibilities

03. Deliverables:

Create a detailed report covering:

- Role description
- Key responsibilities
- Required skills
- Tools used
- Career progression path
- Companies currently hiring

PHASE 2: ANALYSIS

Deep-dive into Business Administration Role Requirements

01. Objective:

Understand and analyze the core responsibilities and skill requirements for Business Administration roles, focusing on practical implementation using Brand Me 4 Job's tool stack. Analyze fresher job roles across various industries and companies. Identify 10 key micro-categories of job roles commonly expected in entry-level positions.

02. Steps to Complete:

Find Out:

- Job Responsibilities:** Specific responsibilities & activities related to the job role.
- Top Companies:** Examples of organizations where these roles are prominent.
- Demanded Skills:** Core competencies & abilities that candidates need to succeed.
- Tools & Techniques:** Essential software, platforms, and processes needed for these roles.

PHASE 3: MEASUREMENT

Skill Assessment & Proficiency Mapping

01. Objective:

To help interns accurately evaluate their current Business Administration competencies, identify skill gaps, and create a focused learning path using a structured three-level assessment framework. This self-evaluation process ensures targeted skill development aligned with industry requirements and our professional standards.

02. Understanding The Process:

In this crucial phase, you'll conduct a comprehensive self-assessment of your Business Administration capabilities. Think of it as creating your personal skills GPS – understanding where you are now to better navigate where you need to go. Using our three-level framework, you'll evaluate your proficiency in each required tool and skill, from AI tools to social media management. This honest assessment helps customise your learning journey for the next step where you implement your gained skills.

03. Steps to Complete:

- Enlist top skills required for Business Administration jobs from your previous analysis.
- Or take pre-decided top skills for Business Administration enlisted by experts at Brand Me 4 Job.
- Create a self assessment chart template
- Enlist demanded skills in the template and mark them with appropriate remarks:
1. No Idea 2. Some Idea 3. Clear Idea

Self assessment Chart Idea:

Total Number of Skills I Have To Learn	No Idea	Some Idea	Clear Idea
Number of Skills	Skill Name 1	Skill Name 1	Skill Name 1

PHASE 4: LEARNING

Learn the demanded to reduce skill gaps and be ready for jobs.

01. Objective:

This step helps you learn the most demanded skills for your preferred industry and organisation and be ready for your desired job role.

02. Steps to Learn:

- Access curated videos & tutorials for each skill category.
- Cover 10 micro-features for every technical tool.
- Take notes and review learning

PHASE 5: PRACTICAL WORK

From Learning to Implementation

01. Objective:

To apply acquired Business Administration skills in real-world scenarios through hands-on projects using Brand Me 4 Job's tool stack. This phase transforms theoretical knowledge into practical expertise while building a professional portfolio that demonstrates your capabilities to potential employers.

02. Understanding The Process:

This is where your learning journey culminates in practical application. You'll work on real projects for Stunited.org and Brand Me 4 Job, creating tangible outcomes that showcase your skills. Each project is designed to mirror actual job responsibilities, helping you build confidence and expertise in Business Administration tools and strategies.

03. Steps to Complete:

- Complete assigned tasks related to top tools.
- Track progress using a structured dashboard.
- Focus on efficiency and continuous improvement.

05. Sample Task:

Analyzing Business Performance

- Gather key performance data from the team.
- Use data analysis tools to identify trends and insights.
- Prepare a summary report of findings.
- Present the report to your supervisor with recommendations.
- Collaborate with the team to implement any suggested improvements.

Above mentioned task is a sample task. You will be provided with real-time practical work as per requirements and for you in-depth skill implementation.

04. Success Metrics:

- | | |
|--------------------------------|-----------------------|
| Project completion quality | Documentation quality |
| Tool proficiency demonstration | Presentation skills |
| Results achievement | |

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Stunited brings you exclusive career opportunities with

Internships & Practical Work Experience Program!

Unlock Innumerable Career Benefits!



Complete your internship or Practical Work Experience with us and start your career in the United Kingdom!

Top benefits include -

- | | |
|-----------------------------------|------------------------------------|
| • HANDS-ON SKILL TRAINING | • CAREER DEVELOPMENT SUPPORT |
| • SKILL DEVELOPMENT OPPORTUNITIES | • RESOURCES |
| • CLARITY ON CAREER PATH | • RECOGNITIONS |
| • INTERVIEW & CAREER ASSISTANCE | • NETWORKING & EXPOSURE |
| • JOB READINESS | • ADDITIONAL EARNING OPPORTUNITIES |

Contact us and let us know your desired field of work to start your internship with us, in the UK!

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Scan the QR to call us!



PERSONAL BRANDING PROFILE RECOGNITION FOR INTERNS

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Premium Profile

- Stunited Profile Updated - 80%
- LinkedIn Profile Updated - 80%
- Personal Branding - 100%
- 100% Completion of Job Skills Training: 9 / 9



Regular Profile

- Stunited Updated - Below 80%
- LinkedIn Updated - Below 80%
- Personal Branding - 100%
- 60% Completion of Job Skills Training: 5 / 9

PERFORMANCE BADGES FOR INTERNS



Gold Rank

- Attendance: 90%
- Courses: 9/9
- Task Completed: 100%
- Engagement: Outstanding
- Connection: 3 People



Silver Rank

- Attendance: 80%
- Courses: 8/9
- Task Completed: 90%
- Engagement: Excellent
- Connection: 1 - 2 People



Bronze Rank

- Attendance: 70%
- Courses: 7/9
- Task Completed: 70%
- Engagement: Well Done



Best Intern of the Month!

- Attendance: 100%
- Courses: 9/9
- Task Completed: 100%
- Engagement: Outstanding
- Connections: 3 - 5
- Contribution for Project of Company: 50%

Brand Me 4 Job brings you an exciting opportunity with

PERSONAL BRANDING

Refer & Earn!



Be a part of our good work,
by letting people know about it & get rewarded!

Be a part of our referral programme and earn money when your referrals buy any package of Personal Branding! You can earn up to 10% of the package price!

PACKAGE	PRICE	PERCENTAGE (MINIMUM)	YOU GET UP TO (FOR EACH PURCHASE)
PREMIUM PERSONAL BRANDING	£79	10%	£7.9 / PURCHASE
REGULAR PERSONAL BRANDING	£59	10%	£5.9 / PURCHASE
VALUE PERSONAL BRANDING	£39	10%	£3.9 / PURCHASE

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**BRAND ME 4 JOB PRACTICAL WORK EXPERIENCE:
BUSINESS ADMINISTRATION**

FOR UK JOB MARKET

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