



THE TIMES 100

Edition 14

Foreign & Commonwealth Office (FCO): Delivering the mission statement Lesson plan

Content area

- Mission
- Aims and Objectives
- SMART
- Roles and responsibilities

Method

This resource can be used for general classwork, homework or learning skills for investigation.

It is a good simple exercise in bringing the various terminologies together in understanding what it means, and how it can be used in context. This allows the pupils to bring out more in discussion and understand that the topics covered in Business Studies are not insular. The outcome will be by differentiation.

First Activity:

Using the case study and any other resources, define the following words:

Foreign policy; trade; investment; climate change; financial stability; government policy; United Nations; European Union; human rights; consulates; exports; imports; barriers to trade; tariffs; embassy; stakeholders; competencies; aims; objectives; mission; interdependence; multiplier effect; opportunity cost; public relations; goals; globalisation; British Citizen; British Nationals; competitive; performance indicators; SMART objectives; strategies; tactics; job specification; job description; administrative duties; operational officers; recruitment; selection; induction; training; coaching; mentoring; on the job training; off the job training; responsibility; delegation; empowerment; project manager; critical path analysis; decision making; transferable skills; communication; initiatives; innovation; diplomacy; empathy; job rotation; performance targets; appraisal; Public Service Agreement Targets.

Second Activity

Once you have completed the definitions link the following words together to form a paragraph. The words do not necessarily have to be in any order but must be in context of The Foreign & Commonwealth Office.



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Questions

1. What is the difference between a mission statement and an aim?
2. Why does the FCO use SMART objectives?
3. Using the case study, list 3 different roles at the FCO.
4. Why does the FCO recruit from all backgrounds?
5. How many employees does the FCO have worldwide?
6. How many embassies in the world are represented by the FCO?
7. What is the purpose of a consulate?
8. What qualities do you think the FCO would want in a potential recruit?

Activities

- Produce a Power point presentation or classroom display giving an overview of the FCO.
- Find articles in newspapers and on the internet giving examples of the FCO's role in the wider world.
- Copy out a job advert including the job specification and job description for a job being currently advertised for the FCO.

Other resources

- MP3 download of the full case study
- Summary of the case study . 500 words
- Brief of the case study. for lower ability pupils
- Interactive online quizzes
- Revision theory:
<http://www.thetimes100.co.uk/theory/theory--aims-objectives--361.php>
<http://www.thetimes100.co.uk/theory/theory--recruitment-selection--349.php>
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