



ESSENTRA

GRADUATE DEVELOPMENT PROGRAMME



# WELCOME TO ESSENTRA

AS YOU CONSIDER YOUR CAREER CHOICES,  
CONSIDER ESSENTRA!



# 33

Our international network extends across 33 countries

Graduates are the lifeblood of our organisation, with many quickly advancing to management or specialist technical roles within two to three years after graduation. Our training programme combines real on the job experience, with management training covering a wide range of business issues, delivered by leading academics and practitioners in their field. During the two-year graduate training period, you will travel to our sites internationally to experience what it's like to work in a truly global business and to study best in class engineering, manufacturing and commercial processes. Working in a team, you will also be involved in a real business project, sponsored by an Executive team member, which you will present to senior management at the end of the programme.

During the training period, you will be assigned a mentor; often a former graduate trainee, to ensure you are getting the most out of the programme and that you are given opportunity to transfer your learning into the workplace.

You will start on a competitive base salary, which will be reviewed every six months during the training programme. Other benefits are dependent on the region you work in, but, as you would expect, reflect the fact we are a global employer.

Many of our graduates will take an international assignment after completing the programme, and our current track record is that successful graduates reach senior roles with regional responsibility far faster than at many other organisations.

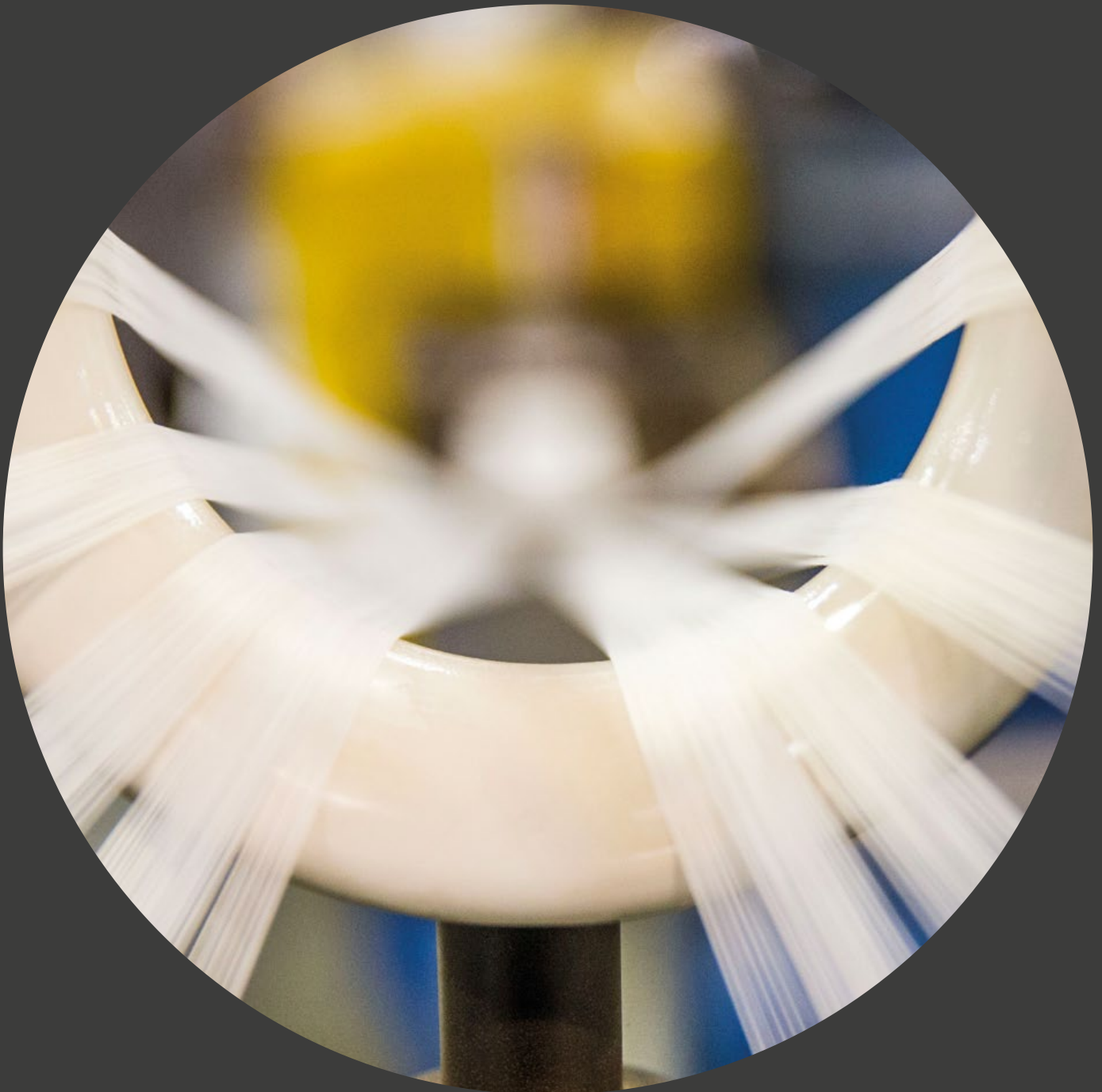
We are a fast moving dynamic Company – we make decisions quickly and implement those decisions with speed. Graduates are given responsibility early and will have every opportunity to advance as quickly as you can cope with. If you like what you've heard so far, I urge you to consider Essentra.

**GAVIN LEATHEM**  
Group Human Resources Director

**FURTHER INFORMATION ON**  
[www.essentragraduates.com](http://www.essentragraduates.com)

# OPPORTUNITY ON A GLOBAL SCALE

FROM FINANCE, COMMERCIAL AND OPERATIONS  
TO HUMAN RESOURCES



"The programme is as diverse as the Company itself. In this programme, I am travelling with talented individuals from around the globe, learning from renowned management subject matter experts and developing skills that will be with me for years to come."

Wendy Jiang  
Regional Engineering  
Project Manager, US

"The skills and opportunities that I have acquired through this programme has given me an astute foundation to progress my career in the Company and has made me more equipped to contribute to the Company's growth."

Roy Alingalan  
Technical Sales Manager,  
Singapore



## BUSINESS AREAS:

### FINANCE

Having gained a solid financial grounding from their studies, graduates have the opportunity to learn and practise key financial management techniques in manufacturing and corporate environments.

### COMMERCIAL

Graduates with commercial acumen and a practical approach thrive at Essentra. The degree discipline is not important to us; we provide a dynamic environment across a range of Sales, Marketing and Business Development specialist areas.

### OPERATIONS

The breadth of our operational locations provides Engineering and Business graduates with the opportunity to develop their expertise across a range of Engineering, Logistics, Procurement and Supply careers.

### HUMAN RESOURCES

Our international network provides opportunities for Human Resources' graduates to build on the foundations of their studies and gain broad experience in a commercial business environment.

## THE PROGRAMME

The programme is a two-year structured course whilst undertaking a real job from day one. While you learn our business, you will be developed and supported ensuring career progression.

During the programme you will train with graduates from across our international locations in a number of strategic, commercial, operational, financial and personal development areas.

You are given the opportunity to train in our key international locations and develop your network across the Group. From then on we will expect you to drive your own career, to have a practical, hands-on approach, and play a key role in our commitment to providing solutions through innovation.

In addition to your role within the business, graduates undertake structured development through the Graduate Development Programme modules.

## THE MODULES

### INTRODUCTORY MODULE

Team building exercises covering:

- > How to work in a team
- > The importance of clear communication
- > Planning and contingency planning

### INTRODUCTION TO MANAGEMENT

- > Understanding organisational behaviour
- > The search for competitive advantage
- > People as a source of competitive advantage
- > Management challenges in the 21st century
- > Interpersonal and team working skills

### PROJECT MANAGEMENT

- > Structured approach
- > Key elements in planning, organising, implementing and controlling projects
- > Time management

### COMMUNICATION & NEGOTIATION

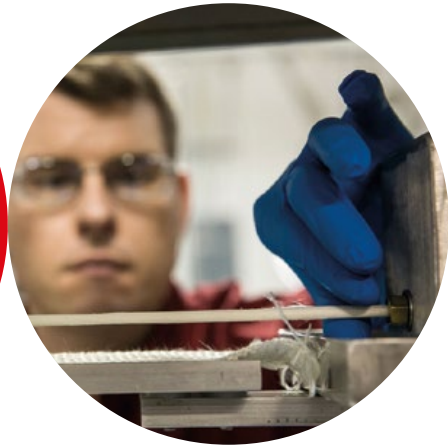
- > How to prepare a negotiation strategy using a structured approach
- > Understanding the difference between negotiation and persuasion
- > Establishing expectations through effective questioning
- > Understanding effective bargaining styles and techniques
- > Empathy, feedback and communicating with difficult people
- > Personal styles of communicating (Myers-Briggs)
- > Listening effectiveness
- > Increasing your communication impact
- > Building trust and gaining respect





**"Essentra places graduates in genuine roles within the business and gives them real responsibilities, resulting in learning derived directly from experience."**

**Ashley Ellis**  
Director – Distribution,  
North America, US



### FINANCE 1

- > Understanding financial statements and ratios
- > Understanding the difference between profit and cash
- > The Essentra measures
- > Management of working capital
- > The theory of budgeting

### PRESENTATION SKILLS

- > How to prepare, structure and rehearse an effective presentation
- > How to ensure maximum persuasive impact
- > The use and abuse of visual aids

### MARKETING

- > Defining Marketing
- > Understanding your market place
- > Understanding your customers
- > Pricing
- > Promoting your business
- > Market strategy
- > The Marketing Plan

### SALES

- > Your personal selling style
- > Selling by objectives
- > Preparation and research
- > Planning
- > Getting and retaining buyers' attention
- > Investigation skills, listening and non-verbal communication
- > Buyer motivation and psychology of selling
- > Handling and answering objections
- > Gaining commitment and closing
- > Dealing with difficult buyers

### LEADERSHIP

- > Leader's strategic role
- > Understanding leadership
- > Difference between leaders and managers
- > Developing personal leadership competencies

### STRATEGIC PLANNING

- > Understanding how organisations can gain and sustain competitive advantage
- > Acquire a toolkit of tried and tested strategic thinking models

### OPERATIONS MANAGEMENT

- > Enterprise Resource Planning (ERP) – description of the system for integrating forecasting, distribution, aggregate planning, inventory, master scheduling, and materials requirements planning decisions
- > Demand Management – the determination and monitoring of customer demand requirements through time series forecasting techniques
- > Distribution Requirements Planning (DRP) – time phased determination of distribution system orders and inventories to satisfy customer
- > Sales and Operations Planning (SOP) – the incorporation of distribution and demand estimates into medium term planning decisions for capacity, workforce, inventory, subcontracting, and backlogging
- > Inventory Management – decision models for the management and control of inventory replenishment and storage
- > Master Production Scheduling (MPS) and Material Requirements Planning (MRP) – organisation of production scheduling for end items and raw materials, parts, and components to satisfy demand requirements

### FINANCE 2

- > Management by statistic review
- > Costing and pricing
- > A management tool for decision making
- > Investment appraisal techniques

### COURSE DESIGN AND OBJECTIVES

The courses have been designed to cover as many of the key management skills as possible. The main disciplines within Essentra are covered and combine through an explanation of the theory with a demonstration of the practice at Essentra.

The modules are led by seasoned practitioners or experts from leading academic institutions. Graduates attend two courses a year which take place internationally, in the vicinity of an Essentra site. This gives graduates exposure to a variety of businesses, enabling them to develop their personal networks and gain exposure to the Company's activities.

On every programme, a member of Essentra's management will present to the graduates, showing the practical considerations at Essentra to complement the theory of the course.

At the end of the course, graduates present to the Essentra senior management on a range of business related topics. The presentation enables graduates to demonstrate the skills acquired during the two-year programme.

### Professional Institutions

The Company will support membership of one professional institution. The scheme has been structured to meet the development requirements of applicable professional institutions.



# ESSENTRA

**"I chose Essentra's graduate scheme because of the variety of experience it offers coupled with the bi-yearly training in the different disciplines of running the business."**

**Ngatia Weru**  
Technical Support Engineer, UK

**"The programme also helps you develop the qualities that are imperative to becoming a leader within this organisation... This programme was created as an opportunity for those who like to constantly be challenged and grow as a professional."**

**Kayleen Haberkorn**  
Finance Business Partner, US

**"The professional network established has been invaluable to developing my career, and has given me the essential credentials for facilitating career moves."**

**Alexandra Johnson**  
Marketing and Communications Specialist, US

## OUR VALUES

Values that resonate throughout the business.

### ENTHUSIASM

We are passionate about what we do, celebrating our successes and learning from our experiences.

### ETHICAL

We are open and honest, acting with integrity in our dealings with stakeholders and with respect for the environment.

### ENTERPRISE

We aspire to think differently and to challenge the status quo.

### EXCELLENCE

We strive to exceed expectations, every day and in everything that we do.

### ENERGY

We are unstinting in our drive for continuous improvement and in our commitment to maximise value for our shareholders.

### ESTEEM

We treat others as we would wish to be treated ourselves – with dignity, respect and fairness.

## HOW TO APPLY

If you are ready to invest enthusiasm, energy and excellence in all you do, we would like to hear from you. Starting your career with Essentra will be exciting, challenging and rewarding. We will give you our full support as you start your chosen career in one of the core functional areas of the business.

### SEND US YOUR DETAILS

Once you have decided on the functional area you would like to specialise in go to [www.essentragraduates.com](http://www.essentragraduates.com).

In addition to your CV/resume we would like to understand the skills and experiences that you can bring to Essentra.

### WANT TO KNOW MORE?

[www.essentragraduates.com](http://www.essentragraduates.com)