



inspiring the **future**.org.au

## 7 Easy Steps to 'Speed Career Dating' and 'Career Insight' Events with Inspiring the Future *Australia*

# 2017

### 7 Easy Steps to 'Speed Career Dating' and 'Career Insight' Events with Inspiring the Future

If you are looking to help pupils gain insights into different careers and broaden their aspirations, the more informal 'speed career dating' or networking sessions can help to answer their questions by setting up informal Q&As with people from a range of sectors and professions.

1. Select a date and time where you have 1 hour and a group of anywhere between 50-100 students to take part.
2. Log on to Inspiring the Future and invite volunteers in the professions, specialisms or areas (e.g. apprenticeships) you would like to see represented (ideally, one volunteer speaking to a group of 8-10 pupils); Send them details of the venue, timing and directions. Follow up one week before the event to re-confirm. We suggest you give volunteers at least 4 - 6 weeks' notice prior to your event.
3. Prepare your students by going through sample questions they might want to ask as they 'speed career dating' with the volunteers (see reverse for some examples).
4. Set up the tables so it is easy for the volunteers to rotate around the room while the pupils remain seated.
5. When volunteers arrive, welcome them and ensure volunteers have the chance to ask you any questions they may have. Give them a short intro talk and then sit them down with the young people.
6. Rotate the volunteers around the tables every 8 - 10 minutes.
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success on our website and through social media.

## Sample Questions for Pupils: 'Speed Career Dating'

Here are questions to help you think about what sort of things you might like to ask. These are just ideas. What do you want to know about the job or sector?

- What did you learn in school that you find useful at work? Have you found activities outside of school teach you any useful skills for work?
- Do you manage other people/are you managed by someone else? What do you think makes a good manager?
- What do you enjoy most about your job? What are the biggest challenges for you at work?
- What advice would you give to someone of my age thinking about their career?
- What can I do now to prepare me for this kind of career?
- What skills/qualities do you need to do your job? What does a typical day/week look like at work?
- Why did you choose this career? Is the job what you expected when you entered this industry?
- What was your education route into this career (degree, college)? Are there other routes in nowadays (e.g. apprenticeships)?
- Is there anything you would do differently in your education/career path to this point?
- Have you done different kinds of jobs before Is this the only sector in which you have worked?
- Do you have a family? Is it easy to have a family and do the job you do?
- Do you use languages/maths/science in your job at all?
- What is the salary range for this kind of work? Are there any other benefits?

## 7 Easy Steps to Career Insight Talks with Inspiring the Future

Career insight talks give pupils insights into a career by having a professional talk them through their own career and education pathway, as well as the job they do. They could be in an assembly, in a careers class, or to a small group of students interested in particular careers.

Some schools integrate talks into subject lessons (for example, they ask a doctor to come in and talk in a biology class, or a journalist in an English lesson).

See overleaf for tips to make the visit a success, and here are seven easy steps to running a careers talk:

1. Decide on a date and time for your talk, as well as the setup (is it a talk in an assembly to 300 pupils or a talk to a class of 30? Is it during school hours, at lunchtime or after school?)
2. Log on to Inspiring the Future and invite a volunteer (or volunteers) of your choice, giving details on the date, time and venue, along with what you would like them to visit. Volunteers tend to need 4 – 6 weeks' notice.
3. Follow up one week before the event to re-confirm.
4. Prepare pupils with some questions ready to kick-start the Q&A.
5. Have someone greet the volunteer and ensure they are comfortable before introducing them to the class. Remember that have given up their time for free.
6. Encourage students to ask questions and engage with the volunteer.
7. Let the volunteer and us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success:

## What do volunteers talk about?

Volunteers giving a career insight talk to young people in a school or college are encouraged to address the following:

- What they do. They might talk through 'an average day'.
- What education route they took. E.g. University, College, Apprenticeship.
- What advice would they give young people hoping to get into their field
- What I wish someone had told me aged 14 or 16

## Tips for making the visit a success

- Ensure the volunteer arrives with time to prepare; remember they are often coming during work hours so timing is important to them
- Let everyone know that the visit is happening and what to expect in the session. Ensure someone is on hand to meet them.
- Organise car parking if required
- Ensure there are some questions ready to kick-start the Q&A
- Let your volunteer know how the visit went. Through feedback they can develop their communication and presentation style.

## Tips for helping volunteers engage young people

Some schools try to make it a little more interactive. You could:

- Ask volunteers to bring props that represent their job
- Suggest that volunteers write some statements about their job for pupils to guess which are true and which are false
- Start the session with a 'guess my job' activity to help get pupils thinking about skills and career pathways.

Many volunteers will happily run workshops or more interactive sessions with just a little help from schools, so talk to them about any ideas you have to make it more exciting for your students.

## 7 Easy Steps to Subject Talks with Inspiring the Future

Many teachers find that having a specialist professional talk to pupils in a subject lesson can help increase their enthusiasm and their understanding of how their work at school will help them later in life.

1. Decide on a date and time for your talk, and narrow down which sectors, professions or specialisms (e.g. apprenticeships) you might like to cover
2. Log on to Inspiring the Future and invite a volunteer (or volunteers) of your choice, giving details on the date, time and venue, along with what you would like them to do and/or bring. Volunteer tend to need 4 – 6 weeks' notice.
3. Follow up one week before the event to re-confirm.
4. Prepare pupils with some questions ready to kick-start the Q&A
5. Have someone greet the volunteer and ensure they are comfortable before introducing them to the class
6. Encourage students to ask questions and engage with the speaker
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success:

**Need some inspiration? On the following page you can see how other schools are integrating talks from professionals into their subject lessons.**

## Ideas for Subject Talks in Your School

Although people's work is often relevant to a range of different subjects, the following can be good starting points for subject talks (these are just a small sample of the hundreds of different occupations done by volunteers who can be found through Inspiring the Future):

Subject	Relevant professions
<b>Maths</b>	Finance/banking professional; engineer; electrician; plumber; architect
<b>English</b>	Journalist; publisher/editor; lawyer; PR/marketing professional; business administration apprentice
<b>Languages</b>	Lawyer, finance professional, not-for-profit worker, doctor, marketing/sales professional, politician
<b>Science</b>	Doctor; researcher; tech company employee; medic; nurse; midwife, apprentice electrician
<b>Technology, IT and Design</b>	Product designer; fashion designer; tech company employee; IT practitioner; advertising executive; set designer
<b>Geography</b>	Geologist; environmentalist; local council worker; travel agent
<b>History</b>	Curator; academic; civil servant; management
<b>Business Studies</b>	Retail professional; entrepreneur; CEO; HR professional; customer service apprentice

## 7 Steps to Mock Interviews for jobs or going to university with Inspiring the Future

Teachers might find in Year 11 or 12 that pupils need extra support ahead of thinking about applying for their first permanent job or for interviews for Apprenticeships, college courses or University.

They may never have had an interview and be unused to the more formal questions asked. As; this is an opportunity for professionals who are used to recruiting to give their valuable hints and tips to students.

1. Select a group of students who would benefit from mock interviews
2. Log on to Inspiring the Future *Australia* and invite volunteers who have selected 'mock interviews' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring
3. Follow up one week before the event to re-confirm.
4. Send volunteer examples of questions they might want to think through
5. Prepare pupils by asking them to prepare a resume and/or think about their transferable skills, any work experience and what career they might like in the future
6. Allow 10-15 minutes per pupil for mock interviews and ensure your volunteers have chance to give feedback to them
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success

## Example mock interview questions for volunteers

### Mock Interviews Sample Questions

- What are your strengths? What are your weaknesses?
- Do you like working on your own or working in a team?
- What would you look for in a job?
- What do you enjoy doing?
- Where do you see yourself in 10 years?
- What are your hobbies and interests?
- How would you describe your style of working?
- What are the three most important things to you when you are looking for a job?
- What makes a good manager/team player?
- How has your education prepared you for work?
- Describe a time you have:

worked in a team  
managed conflicting  
priorities done something  
difficult solved a problem  
come up with a new idea  
responded quickly and efficiently to a task

## 7 Easy Steps to Getting Resume help with Inspiring the Future

Inspiring the Future offers schools the chance to invite in professionals to help pupils understand what a good resume looks like, how to write cover letters and what employers are looking for.

1. Decide if it is a whole-class activity or a one-to-one with particular students
2. Log on to Inspiring the Future and invite volunteers who have selected 'Resume help' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring
3. Once a volunteer has confirmed attendance, follow up one week before the event to re-confirm.
4. Brief the volunteer, sending them any example resumes or anything you might want them to particularly focus on
5. Prepare pupils by asking them to draft a sample resume so they can explore how they would improve or add to it
6. Ensure the volunteer knows the format and is prepared to speak to the right number of pupils in the right environment
7. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success

## Running resume events and mock interviews

You can find a range of free resources on our website such as example resumes and hints and tips on covering letters.

### These include:

Writing a good resume

What good and bad resumes look like

Interviews: hints on questions and answers

Interviews: personal impact and presentation

What a good covering letter looks like

How to conduct a successful job search

How to read job adverts, write a covering letter and complete applications

How to research a company

Applying for an Apprenticeship

Just go to the Resources tab at: [www.inspiringthefuture.org.au](http://www.inspiringthefuture.org.au)