

Career Chat Tool Kit

1. Determine the Industry to Reach Out To: Utilizing your existing network can provide trusted and reliable contacts who are more likely to be invested in supporting YouthWorks participants.

- **Tip:** Leverage your network for recommendations.
- **Resources:** Use LinkedIn to identify and reach out to potential speakers.
 - **Action:** Download the LinkedIn Recruitment Strategy from the YW Help Center Portal.

2. Secure Speakers: Introducing each panelist with a slide helps participants get familiar with the speakers' backgrounds and sets the stage for the discussion.

- Once you have your speakers, create introductory slides for each panelist.
 - **Tools:** PowerPoint or Canva.
 - **Example:** Refer to the Career Chat Sample Slides for inspiration.

3. Set Up Career Chat Invites: Zoom is a widely used platform that is accessible and user-friendly for virtual meetings.

- **Platform:** Use Zoom to set up the Career Chat invites.
 - **Action:** Invite participants using the meeting link generated by Zoom. Sending a direct meeting link ensures that participants can easily join the session.
 - **Tip:** Collect pertinent information from participants for future reporting.

4. Schedule Your Career Chats: Having a regular schedule helps participants plan and increases attendance and engagement.

- **Frequency:** Decide on the timing and frequency of the Career Chats.
 - **Action:** Create a schedule that works for your participants and speakers.

5. Facilitate the Career Chat: Setting clear guidelines helps maintain a respectful and productive environment, ensuring that everyone benefits from the session.

- **Preparation:** Review housekeeping rules to ensure a safe and rewarding experience for all participants.
 - **Reference:** See slide #2 of the Career Chat Sample Slides for more details.
 - **Young Facilitators:** Encourage young people to facilitate the Career Chats. Allowing young people to take on the role of facilitator helps build their confidence, leadership, and communication skills. It also makes the sessions more relatable and engaging for their peers, as they are led by someone they can identify with.

Additional Tips

- **Engagement:** Prepare questions in advance to encourage interaction.
 - Preparing questions helps keep the conversation flowing and ensures that key topics are covered.
- **Feedback:** Collect feedback from participants to improve future Career Chats.
 - Feedback provides valuable insights into what worked well and what can be improved, helping to enhance future sessions.
- **Recording:** Consider recording the sessions for those who cannot attend live.
 - Recorded sessions can be a valuable resource for participants to refer to and for those who missed the live chat.