

Step-by-step guide to running an Inspiring the Future Career Chat event



inspiring the **future**
Aotearoa

Contents

Inspiring the Future - why run a Career Chat event?	3
How Career Chat events work	4
How much time do I need to commit?	5
How to use this guide	5
What to do before the event	6
How to run an event	9
What to do after an event	10

Inspiring the Future

Inspiring the Future is a free programme for primary through secondary school students and other groups of young people across Aotearoa that connects them with role models from the world of work. It aims to:

- broaden career horizons
- challenge stereotypes and address unconscious biases that can limit young people's potential
- relate learning to the real world.

People who are keen to share their career stories sign up on the Inspiring the Future website, then schools book them for events where students get to talk with them.

Career Chats are one of five in-person and online Inspiring the Future event formats. Learn about the other event formats on our website: inspiringthefuture.org.nz/run-an-event

Why run a Career Chat event?

Career Chats are a flexible way to introduce your students to the world of work, whether you have 20 minutes, or a couple of hours.

They are valuable with any age group – primary, intermediate or secondary – and can have a theme to help link school learning to jobs. For example, you can choose a subject, industry, educational pathway, or an event your class is celebrating.

Or you can simply aim to broaden horizons and/or challenge stereotypes.

Career Chats are particularly useful:

- for curriculum teachers to run in subject classes, as they can be done in one period
- for small and rural schools, as they can be done with a small number of students and just one role model.

How Career Chat events work

1. Sign up at inspiringthefuture.org.nz
2. Schedule your event and invite role models from the online database.
3. **Download the event resources.**
4. Prepare for the event, including preparing students.
5. Run the event, which involves a role model presenting about their career, followed by a Q&A session. Repeat for other role models.
6. Run the **post-event classroom activities.**



How much time do I need to commit?

Career Chats have the flexibility to be done over any length of time and are a great option for a single class period.

- Allow 20 minutes per role model.
- Allow time to prepare.
- We encourage you to do suggested **post-event activities** with students to help extend their learnings from the event.

How to use this guide

- Use the "What to do before the event" section and the checklist to plan and prepare.
- Use the "How to run an event" section to help you structure the event and keep things to time.
- Use the "What to do after the event" section to find resources that will help your students extend their learnings.

What to do before the event

Planning

Decide:

- whether you want to have a theme for the event
- when and where to run the event
- how long your event will be
- how many students will be involved
- how many role models will be involved
- whether to invite parents, whānau and 'āiga to the event.

Schedule your event and invite role models

TIP: Schedule your event online and invite role models six to eight weeks before so they can organise time off work.

- Log in at inspiringthefuture.org.nz using your Education Sector Login (ESL). You may need to ask your ESL authoriser — usually an administrator or principal — for access if you have never logged in before.
- You will be guided to set up your event and choose role models for your event.

TIP: Invite more role models than you need. It's likely some of them won't be able to make it. If you do get more than you need, you can pair some of them up during the discussion groups.

Download the event resources

- Download the resources from the **Inspiring the Future website**.
- If you need printed copies, email **inspiringthefuture@tec.govt.nz**

Brief the role models

We give role models instructions and event details, but they also want to hear from you. When a role model accepts your invitation, click on their profile to find their contact details.

Let them know:

- the order they are presenting in
- anything you specifically want them to share with students
- anything you are doing differently to the usual Career Chat event format
- that they should bring along something to enhance their talk, eg,
 - what they usually wear to work
 - something they use at work
 - an example of their work
 - a photo of them doing their mahi.

Preparing students and running pre-event activities in the classroom

- Ask students to think about questions they might want to ask the role models.
- The other **pre-event classroom activities** will help your students get the most out of the activity.

Other preparation for the event

- Make a plan for looking after the role models (meet them, brief them, thank them, and show them out afterwards). You could allow them to gather in the staff room before and after, and provide tea and coffee.
- You may require role models to present a PowerPoint presentation or similar, or they may want to do this. Ensure you receive these ahead of time and have the tech set up.
- Decide whether you will use the Career Chat student worksheets or just the question prompts for the Q&A (or neither).

Checklist

Use this checklist for your planning. Make sure you have:

- planned the details of your event
- created your event and invited role models on inspiringthefuture.org.nz
- downloaded the event resources
- created a run sheet
- briefed role models
- received any PowerPoint presentations, if using them
- prepared the students
- run pre-event activities in the classroom
- printed the worksheets or question prompts if you are using them.

While you're getting ready to host an event, role models are preparing to take part. They receive their own **step-by-step guide** that tells them what to do before and during an event, as well as supporting materials to help them inspire the students and make a positive difference on the day.

How to run the event

Introduction

- Ask the role models to introduce themselves and tell students their job title.
- Ask the students to share anything they would like to learn.
- Hand out the worksheets or question prompts if you are using them.

Activity

- The first role model talks about their job for 5–10 minutes. We encourage them to share these things, but let them know if there is anything you specifically want them to talk about:
 - a day in the life of their job
 - what their organisation and industry does
 - what inspired them to work in this area
 - their career and educational pathway – how they got to where they are
 - challenges they faced
 - if the Career Chat event has a theme, how their job relates to the theme
 - anything else you have briefed them on or that might be interesting to students.
- This is followed by an open Q&A with students. They can use the worksheets (recommended for secondary students) or question prompts (recommended for primary, intermediate and younger secondary students).

- Repeat for any other role models.
- Finish the activity by asking the role models to share a final piece of advice.

We tell role models to enhance their talk by wearing their work clothing, or bringing along something they use at work or have worked on, or a photo of them at work.

What to do after the event

- Complete the post-event survey (you will receive an email).
- Send an email to the role models thanking them for their time, including any positive feedback you or the students have.
- Use the **post-event activities** to reflect on and reinforce what the students have learned from the event.



**Tertiary Education
Commission**

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