

Step-by-step guide to running an Inspiring the Future **Career Discussion Group** event



inspiring the **future**
Aotearoa

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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 Discussion Groups 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 Discussion Group event?

- Career Discussion Groups allow your students to find out deep information about careers, sectors and pathways.
- They can have a theme – a subject, industry, educational pathway, or another topic. Or you can simply aim to broaden horizons and/or challenge stereotypes.
- The smaller group setting encourages all students to engage in conversation and ask questions they might be shy to ask in a large group.
- Career Discussion Groups are shorter than a Guess My Job event. They do not include the 20 questions and guessing role models' jobs.
- We recommend Career Discussion Groups for Year 11 and above.

How Career Discussion Group 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. Groups of students rotate around role models, spending a certain amount of time with each one, hearing about their job and asking questions.
6. Run the **post-event classroom activities.**



How much time do I need to commit?

Career Discussion Groups are flexible; it depends on how long you have or how many role models you want each group of students to meet.

- Allow 10 minutes per Career Discussion Group.
- Allow extra time to open and close the event.
- Allow time to prepare.
- We encourage you to do suggested **post-event activities** with students to help extend their learnings from the event.

Use the run sheet from the event resources to help you work out your event timing.

Get in touch with us at inspiringthefuture@tec.govt.nz for more guidance.

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 big your student groups will be (we suggest 5 to 8 students)
- how many role models will be involved (one per group of students)
- 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 of any event details not in your original invitation, such as:

- anything you specifically want them to share with students
- anything you are doing differently to the usual Career Discussion Group 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 role models. (Use the **Career Discussion Group worksheets**, which have example questions.)
- The other **pre-event activities** in the event resources 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.

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
- prepared the students
- run pre-event activities in the classroom
- printed the worksheets



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

Set up the space

- Set up as many tables as you have role models, with enough chairs for students and role models.
- Get students to sit at the tables, with around the same number of students at each.

Introduction

- Ask the role models to introduce themselves and tell students their job title with a quick explanation of what they do.

Activity

- Ask each role model to go to a table with a group of students.
- Students talk to a role model for around 10 minutes. The Career Discussion Group worksheets have questions they can ask and space for notes.

TIP: Some groups of students are naturally quieter. While we give **advice to role models** on how to get the kōrero going, you can also help by joining in and asking questions.

- Once the first round has finished, ask the role models to rotate to the next table of students.
- Repeat for as many Career Discussion Groups as you have time for.
- Finish the activity by asking the role models to share a final piece of advice with all students.

We tell role models to enhance their interactions 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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