

Step-by-step guide to running an Inspiring the Future Guess My Job event



inspiring the **future**
Aotearoa

Contents

Inspiring the Future — why run a Guess My Job event?	3
How Guess My Job 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	12



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.

Guess My Job is 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 Guess My Job event?

- Guess My Job events work well for primary, intermediate and younger secondary students, as they introduce a wide range of jobs participants may not know about, and challenge assumptions about careers.
- Guess My Job events can work well with as few as 30 and as many as 200 participants.
- They can have a theme – such as local jobs, or a topic like the environment. Or you can simply aim to broaden horizons and/or challenge stereotypes.
- They are often used to support transition to secondary school and subject choice.
- We recommend Guess My Job for Years 3—11.

How Guess My Job events work

1. Sign up at inspiringthefuture.org.nz
2. Schedule your event and invite role models from the online database.
3. Order your free resource pack or **download the event resources**.
4. Prepare for the event, including preparing students.
5. Run the event, which involves:
 - a. 20 questions. Students ask role models questions to try and guess what job they do.
 - b. the reveal. Role models leave the room and then come back wearing their work clothes or holding a prop that represents what they do. They reveal their stories – what jobs they do, the pathway they took to get there and any challenges they faced.
 - c. discussion groups. Students sit with role models to ask questions and learn more about their stories and jobs.
8. Run the **post-event classroom activities**.

Watch a video of a Guess My Job event



How much time do I need to commit?

You can decide how long your event runs for. More participants and more role models make the event longer, but you can adjust the length of each part of your event so it fits into the time you have.

- We recommend 1.5–3 hours for 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 it 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.

Order or download the event resources

- Order a free hard-copy resource pack by emailing inspiringthefuture@tec.govt.nz
- Or download the resources from the [Inspiring the Future website](#)

Decide roles and responsibilities

Decide who will:

- set up the space for the event
- look after the role models (meet them, show them around and brief them, thank them and show them out afterwards)
- organise getting the students to the event
- host the event and facilitate questions
- supervise and keep discussion groups to time.

Complete a run sheet

Download the run-sheet template from the [event resources](#).
Agree start and end times for each activity and add in break times.

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 Guess My Job event format.

Send them the run sheet.

Preparing students and running pre-event activities

- Ask students to think about questions that might help them guess the role models' jobs. (Use the 20 questions brainstorm pre-event activity.)
- The other **pre-event classroom activities** will help your students get the most out of the activity.

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** 
- ordered or downloaded the event resources 
- created a run sheet 
- briefed role models 
- determined roles and responsibilities on the day 
- run pre-event activities in the classroom. 

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

Organise:

- numbered chairs for each role model for the 20 questions activity
- a whiteboard
- plenty of pens or pencils for the students
- a separate area for role models to store props and change their clothes
- somewhere for students and role models to sit for the discussion groups
- somewhere for role models to meet and get refreshments.

Take these resources with you to the event:

- this guide
- copies of the run sheet for teachers and role models
- role model number cards
- 20 questions templates
- discussion-group prompt cards.

TIP: Will the role models be able to hear the students in the 20 questions activity? Consider using a microphone.

Run the event

Timings are a guide only; the size of your event will determine the timing of activities.

Welcome everyone and outline the event (5 minutes)

1. Welcome the role models and students to Inspiring the Future.
2. Outline what will happen at the event.

20 questions activity (30 minutes)

Role models wearing casual clothes sit in a row in front of the students. Students try to guess what jobs the role models do by asking up to 20 questions.

1. Invite the students to ask questions such as:
 - Do you use maths at work?
 - Do you wear a uniform?

Ask each role model each question.

Role models answer “yes” or “no”, “sometimes” or “maybe”.

Students record answers in the 20 questions template.

2. Ask the role models to leave the room and change into their work clothes or collect their props.
3. While the role models are out of the room, ask the students to guess what each person’s job is. Write their answers on the whiteboard. If you get different guesses, you could ask them to vote on the best one.

The reveal (3-4 minutes per role model)

1. Check the role models are wearing their work clothes or have their props. Invite them back into the room one by one.
2. Tell them what the students' job guesses were.
3. Ask the role models to:
 - introduce themselves and reveal their job
 - talk for about 3 minutes about their job, the pathway they took to get there and any challenges they faced.

After the reveal is a good time for a break. You can rearrange the space for the discussion groups if you need to.

Discussion groups (5-10 minutes per role model plus time to switch)

This activity gives the students a chance to interact with the role models in small groups. Students should lead the activity.

1. Ask the role models to collect their numbers and props, and direct them to their place.
2. Separate the students into as many groups as you have role models (you can do this in advance).
3. Each group then visits each role model in turn. They may not be able to visit every role model – that's okay!
4. Each group asks the role model questions and has a discussion.

Adjust the timing according to how many role models and students are involved.

Use the discussion prompt cards provided to keep the discussion going.

Have at least one teacher supervising the discussion groups.

TIP: If the group discussions are slowing down, provide the prompt cards and get each student to choose a card and ask the question on it. You can order extra prompt cards so you have one per student.

Close the event

Gather everyone back together. Ask the role models to share one final piece of advice with all students.

Thank the role models for coming along and sharing their stories.

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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