Run sheet instructions (remove these before sending to role models)

1. If you are not using the full PowerPoint, remove the slides from the activity column.
2. Anything highlighted in yellow – edit for your event.

Inspiring the Future online events run sheet for SCHOOL NAME

DATE, TIME

Online meeting link: ADD LINK

Text in red is where role models are required to do something.

Online event run sheet template V2

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| **Timings** | **Activity** | **Instructions** |
| 11am–11.05am | Opening and introductions | 5 minutes  Role model cameras on but muted.  Host welcomes role models and asks them to introduce themselves. Role models unmute and introduce themselves but don’t reveal their jobs! |
| 11.05am–11.06am | Event overview | 1 minute  Host explains how the rest of the event will run:   1. Investigation session: Students ask role models yes or no questions to try and guess what job they do. 2. Role model 1 will reveal their story – what their job is like, the pathway they took and any challenges they faced. 3. Students get a chance to ask role model 1 further questions. 4. Role model 2 will reveal their story – what their job is like, the pathway they took and any challenges they faced.   Students get a chance to ask role model 2 further questions. |
| 11.06am–11.14am | Investigation session | 8 minutes  Students ask yes or no questions.  Each role model answers with yes, no, sometimes or maybe.  Students can use the Investigation session template to note down questions and answers.  Towards the end of the session, the host encourages students to guess what each role model does for a job.  Role models tell students their jobs. |
| 11.14am–11.21am | Role model 1 – reveal | 7 minutes  Role model 1 reveals what their job is like, their pathway and any challenges they’ve faced with a 2–3 slide presentation OR supported by either a physical prop, online meeting background, or showing their workplace. |
| 11.21am–11.28am | Role model 1 – deep dive | 7 minutes  Students ask open-ended questions and role model 1 answers. |
| 11.28am–11.35am | Role model 2 – reveal | 7 minutes  Role model 2 reveals what their job is like, their pathway and any challenges they’ve faced with a 2–3 slide presentation OR supported by either a physical prop, online meeting background, or showing their workplace. |
| 11.35am–11.42am | Role model 2 – deep dive | 7 minutes  Students ask open-ended questions and role model 2 answers. |
| 11.42am–11.50am | Close event | 3 minutes (plus a 5-minute buffer for extra time during event)  Host asks the students to share their favourite part of the event or something they learned.  Host asks each role model to give one piece of advice to students, eg, something you wish someone had told you when you were younger.  Students thank role models. Everyone logs off. |