

# VIRTUAL WORKSHOP 2: CAREER LEARNING

## Virtual Workshop 2 Schedule and Script

This is the complete script for “Career Workshop” virtual two. It includes instructions on how to do each activity and links to the email used to recruit presenters.

### Before the workshop:

1. At least two weeks in advance, invite the presenters to the workshop. When they confirm, send them the calendar invite.
2. Make sure the participants have a link to access the workshop. Send them a reminder email the day before the workshop.

### Tasks assigned to team members:

- This is an opportunity for team members to practice facilitation skills. Consider assigning facilitation to a person who is beginning their facilitation experience building.
- Notes are not needed for this workshop
- Early career team members should be ready with questions for the panel if the participants are quiet

**Note:** Participants are not sent an agenda. This agenda is created by time on each task, NOT exact times. The facilitator will monitor time to keep the panel running smoothly. No field notes are needed for this workshop.

Goal: Work through the pre-written questions and youth/intern Q&A in 1:15 (75 minutes)

Before the workshop: Copy and paste the names of panelists from the invite so you have them to refer to panelists.

0:00 **Welcome.** Introduce yourself. Welcome everyone to the career panel. Ask young leaders to please turn on their cameras for the introduction. Ask someone from the organization (e.g., Ibrahim from WYC) to introduce all of their team and tell the panelists a little about the organization.

0:05 **Introduce the workshop.** The purpose of the workshop is for young leaders and Council interns to learn about a range of careers at the Council and how people got there. The panelists were invited to represent a diversity of careers and experiences.

The format will be that we will take about 60 minutes to talk about 6 questions. I will invite a different panelist to start each time, and I ask that the panelists each take a turn answering the question. We will spend about ten minutes on each question. Halfway through, we will take a break for Q&A from the leaders and interns. Then, we'll finish up our discussion and end with a bit more Q&A. Let's get started!

0:07 **Question discussion (10 minute each question):** Call on different panelists for each question so no one has to go first or last all the time.

1. Describe your job at the Council. What are your main responsibilities, and what's the most interesting thing you're working on right now?
2. How did you decide what to do after high school?

3. What job were you doing when you were 24? Did that job help you get to where you are now?

0:37 **First short Q&A from participants listening.**

0:42 **Continue questions (9 minutes each, a bit less time)**

4. What's the hardest thing about your job? What do you wish you could change?
5. What do you like best about your job?
6. What advice do you have for someone who wants to work in a job like yours?

1:08 (or before) **More Q&A.** What other questions do you have for the panelists before we say goodbye?

1:13 **Wrap up.** Thanks to our fantastic Met Council panelists and to WYC for their questions. Leaders will have announcements about next steps.

**Staff leader:** As a reminder, our next meeting is [ ]. You will need [ ]

I would also like to thank all of you. Thank you, panelists, for joining us and sharing your experiences and thank you (organization) for showing up and asking thoughtful questions! And with that I wish you all a good evening. Bye!

## Virtual Workshop 2 Materials

There were no handouts, but this email was sent to invite career panel invitee:

Hello -

I'm writing to invite your participation in a virtual panel on "Careers at the Met Council" as part of the Young Leaders Collaboration for the 2050 Regional Development Guide. In addition to helping the Council shape values and vision for the next Regional Development Guide, young leaders age 14-24 across the Council are interested in learning about careers. And the Council is full of interesting professionals whose stories would be very helpful for young leaders to know. Here are some details:

**What: Participate in a 75-minute virtual panel to share your career story.** Council interns will facilitate the panel. You will be joined by 3-4 additional Council staff.

**When:**

**How:** Via a Teams or Zoom link created by the young leaders' organization. We'll send it to you.

### Panel Questions

1. Describe your job at the Council. What are you working on, and what are your main responsibilities?
2. How did you decide what to do after high school? If you went to college, how did you decide what to study?
3. What job were you doing when you were 24? Did that job help you get to where you are now?
4. What's the hardest thing about your job? What do you wish you could change?
5. What is the most interesting thing you did this week at work? What do you like best about your job?
6. What advice do you have for someone who wants to work in a job like yours?