



# Citizens Chapter Activity

## Enhancing your employment knowledge

**Activity:** Enhancing your employment knowledge

**Time:** 75 mins

**Materials:** Facilitation notes (for leader), scenario cut-outs, interview questions, and professional tips handout.

**Objectives:** By participating in a series of peer to peer activities, Buddies will learn about employment through professional development, networking, workplace scenario, and interview prep exercises.

### **Introduction/Icebreaker (10 mins):**

**Name Game:** The participants sit or stand in a circle. The leader says, "We are attending a job fair, and everyone has to share a strength that begins with the same first letter as their name. For example, "My name is EVA, and I am EFFECTIVE." The person to the leader's right says "Nice to meet you, [insert leader's name], his/her name and their strength: "My name is LARRY, and I am a LEADER. Each person, in turn, greets the person who preceded them (on the left), introduces themselves, and shares their strength. The leader should encourage others to help out when chapter members need help.

### **Activity 1 (15 mins): Professional Development Tips Discussion**

Chapter members should be in their buddy pair for this activity. The leader will introduce the activity by asking the group to define professional development and give examples of what they do to enhance their skill set.

After the group has shared, each pair will have 2-3 mins to discuss the "five keys to professional development" amongst themselves. Each topic has a conversation prompt to help guide their discussion. The peer buddy should serve as the primary lead with this activity, sharing their best practices for each topic.

#### ***Starting a New Job***

- What are five essential best practices to adopt when starting a new job?

#### ***Getting Organized***

- How do you stay organized at work?

#### **Communication Skills**

- Why is communication important at work? Can you think of a time when someone did not communicate effectively with you? How did that make you feel? Were you able to complete the job in a timely manner?

#### **Advancement**

- Have you advanced in your career? If yes, what did you do to get there? If not, do you aspire to advance? And what are you currently doing to make your dream a reality?

#### **Work-Life Balance**

- What is work-life balance and why is it important for your overall health and wellness?

### **Activity 2 (15 mins): Networking**

#### ***Developing your elevator pitch***

The leader will introduce this activity by defining what an elevator pitch is (**Definition:** *An elevator pitch, elevator speech, or elevator statement is a short description of an idea, product, company, or oneself that explains the concept in a way such that any listener can understand it in a short period of time.*). The leader then shares their elevator pitch as an example. Buddy pairs will then have 10 mins to develop a brief (1 minute or less) elevator pitch.

In this activity, peer buddies will help their buddy develop an effective elevator pitch, by helping them answer



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the following questions:

- Who are you? (Name, location)
- What do you do? (What industry do you currently work in or aspire to work in? What are your skills?)
- Why does it matter? (What benefit would you like to bring to the world? To your new job?)
- Why do you do it? (What interest you in the opportunity?)
- What's next? (What do you want to accomplish? What is your goal?)

Participants should be encouraged to write their elevator pitch down for practice.

### **Activity 3 (15 mins): Interview Game**

**Goal:** Find out as much information as you can about another person.

Preparation:

- Print the Interview Questions
- Provide enough pens/pencils for at least half the people participating
- Timer or Watch

**How to Play the Interview Game:**

1. Split everyone into pairs. Distribute the list of questions and pens/pencils to one person in each pair.
2. The person with the paper will be given five minutes to ask as many questions as they can about their partner based on the questions on the list, without showing their partner the questions. The questions may be asked in any order. After five minutes, have everyone stop asking questions.
3. Announce how the points are distributed (in the Interview Game Points download, the highlighted questions are worth three points, while the un-highlighted questions are worth one point). Have each person calculate the number of points they received. Whoever has the most points wins the game!

### **Activity 4 (15 mins): What Would You Do?**

*Workplace Scenarios Activity*

In pairs (peer and buddy), chapter members will choose one scenario from the leader. The pair will read the scenario aloud to one another, answer the corresponding question, and discuss the best possible solution(s). After each pair has completed their scenario activity, 1-2 pairs should be encouraged by the leader to share their scenario and what their solutions were with the entire group.

\*See pages 3 and 4 for scenarios (scenarios can be duplicated for larger groups).

**Next Steps (5 mins):**

- What is your biggest takeaway from today's activities?
- What do you want to improve?
- Arrange a time to practice your elevator pitch with your buddy.
- Peers should look for opportunities to invite their buddy to Young Professional Council meetings, networking events, or other professional development gatherings.



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## Activity 4 Scenarios

- Jackie walks into her interview ten minutes late. The supervisor immediately notices that she can see Jackie's bra through her shirt and that her skirt is very short. As the supervisor begins to interview Jackie, Jackie blows a bubble with her gum.
  - What did Jackie do wrong?
- Michael arrives early to his interview. As the interviewer begins to interview Michael his phone vibrates. Michael checks his phone and notices that he has a text from his mother. Michael texts her back as he continues to answer the interviewer's questions.
  - Did Michael do anything wrong? If so, what?
- When Jeff is introduced to the man who is interviewing him the man sticks out his hand and Jeff slaps his hand. Jeff notices that the interviewer has a name tag on. "Nice to meet you Mark" Jeff says to the interviewer.
  - What did Mark do wrong?
- Alexis really likes her new job. During the day on her breaks she updates her Facebook status with updates about what she is doing at work. She wants everyone to know about the great job she has and how much she loves where she works.
  - Did Alexis break any workplace rules?
- Miranda has worked at her job for several months and has made lots of friends at work. Every day at lunch Miranda and her friends go out to lunch to talk about all the great gossip going on at work. Miranda loves knowing everyone's dirt.
  - Is Miranda doing anything wrong?
- Nico likes his job but it's really far away from his house. Every day he has to drive 30 minutes one way through rush hour traffic. Sometimes Nico is late, but his boss never says anything to him. Because Nico lives so far away sometimes he takes a long lunch to run errands so that he does not have to do them after work. Nico knows that his boss sees him come in late in the morning and sometimes late from lunch, but his boss never said anything so Nico figures; everyone needs to be late sometimes.
  - Is Nico right?
- Jeremy had a fight with his girlfriend last night and he is still angry at her. When he gets to work he writes her a nasty email and breaks up with her. His girlfriend immediately texts him and they begin texting back and forth. Jeremy works at a desk and knows that no one will know that he is texting or emailing. After a couple of hours of texting Jeremy decides to call his girlfriend and talk to her over the phone. They work things out and make plans to go out that evening.
  - Did Jeremy do anything wrong?
- Isabella really likes Juan a guy at her work. Everyday Juan brings her a coffee from her favorite coffee house and Isabella flirts with Juan for weeks hoping that he will finally ask her out. After weeks Juan finally asks Isabella out and they begin dating. Isabella loves that she can go to Juan's desk any time during the day and say hi.
  - Are Isabella and Juan breaking any rules?



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### Activity 4 Scenarios

9. Alex had a big project due at work today. However, Alex had to go and tell his boss that the project didn't get done on time. Alex explains to his boss that his kids were sick and his wife was out of town and promises that he will have the project done by the end of the week. Alex's boss tells him that he is very disappointed that the project wasn't done on time. Alex continues to tell his boss about how he had to help a co-worker with their project and then he had computer problems with his own project. Alex again promises that the project will be done by the end of the week?
- Is Alex breaking any rules?
10. Matt notices that sometimes Chuck the guy who works next to him leaves early every Thursday. When Matt asks Chuck about leaving early Chuck tells Matt that he has an arrangement with their boss. Matt thinks this isn't fair and goes and asks his boss if he can start leaving early one day a week. Matt's boss tells him no, which angers Matt and he starts to complain to his boss about how much harder he works than Chuck and demands to know why Chuck gets to leave early.
- Is Matt right?



# citizens Chapter Activity

## Activity 1: Professional Development Tips Handout

### **Professional Development Tips**

#### ***Starting a New Job***

1. Arrive on time! Be on time — even if it means setting two alarms. Stay late and show commitment. Extra effort now can go a long way.
2. Know the code. Read the employee manual. Don't understand something? Your supervisor and HR team can answer any questions.
3. Ask questions. It is impossible to know everything right away. Help your supervisors help you if you are unclear on deliverables or expectations.
4. Meet coworkers. Organizational culture is a major factor in job satisfaction. Seek appropriate, professional ways to get to know others.
5. Take cues. Not sure what "casual Friday" means? Curious about meeting expectations? Your coworkers can show you the ropes, from dress codes and cell-phone policies to documentation requirements.
6. Remain open. You will be exposed to a range of new ideas when starting out. Be open. Employers value adaptive talent.

#### ***Getting Organized***

1. Use a calendar. From managing meeting schedules to tracking deadlines, it is important to stay on top of your schedule.
2. Maintain checklists. Professional projects can include many moving pieces. Don't rely on your memory. Write things down.
3. Document your work. You will acquire new skills and experiences at a rapid pace. Track your successes for later reference.

#### ***Communication Skills***

1. Express confidence. Even seasoned professionals get nervous. The best antidote is to be prepared. (This will get easier with experience.)
2. Be polished. Speak clearly. Use proper grammar and avoid text-speak. When you are at work, you are a reflection of the organization.
3. Pick up the phone. Digital communication may be universal, but a quick phone call or face-to-face chat is often more efficient.
4. Put your best foot forward. Know if you are expected to dress differently when clients are in the office.
5. Dress for the job you want (not the one you have).
6. Know the expectations. Understand when you will be expected to be reachable.

#### ***Advancement***

1. Seek extra responsibility. A great way to get noticed is to raise your hand. However, don't take on more than you can do well.
2. Keep networking. Career development doesn't end here. It is a priority throughout your career. (Be sure to understand any policies regarding client contact before you reach out.)
3. Plan for advancement. Opportunity may arise when you least expect it. Be ready for it, but be patient. Your best bet is to keep your eye on the long view while planning for it.

#### ***Work-Life Balance***

1. Schedule some downtime. Certain industries demand long hours. When you can, unplug and recharge.
2. Make your health a priority. Get up and walk around periodically. Make time to exercise. How you feel



affects how you perform.

3. Invest in your future. Think about contributing to employer retirement plans. Getting a head start can be incredibly valuable.