



CORE

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CAREER WE CAN

PARTNER GUIDE

A B O U T

CAREER WE CAN

Career We Can is an event partnership between Core and the Las Vegas community to create up close, hands-on learning experiences for Southern Nevada's most under-resourced youth. This program is an opportunity for our students, also known as Scholars, to not only gain knowledge about your career or industry, but also to learn the value of a good education, discover new possibilities, and ignite efforts toward a brighter future.

Participating in Career We Can can be an enriching experience for both our Scholars and your organization. By becoming a Core workplace partner, your organization, and everyone who is a part of it, can lead by example and demonstrate strong dedication to future of our community. You and your fellow employees can pass on passion, curiosity, wonder, and experience to the next generation of workers and leaders.

In this mini-toolkit provided by Core, you will find a variety of suggestions and ideas to make your Career We Can event unique and successful. By opening your office for our Scholars to explore, you and your organization can make a lasting positive impact on our Scholars' journey toward success. Together with Core, we can inspire our Scholars, our workplace, and our community.

CORE

Core is an in- and out-of-school model focusing on the development and empowerment of Southern Nevada's under-resourced youth. Our approach is based on the philosophy that long-term, comprehensive support partnered with a collective impact model, will break the cycle of poverty and allow the young adults we serve to reach their full potential.

Through the development of Career We Can, as well as other programs such as our college tour series and project-based mentorships, Core strives to cultivate college and career readiness among our Scholars. By increasing access and exposure to a variety of educational options and career paths, our Scholars will be better prepared as they shape their individual futures and emerge into adulthood.



HOW TO PLAN YOUR OWN CAREER WE CAN EVENT

For a successful Career We Can event, consider the following steps when coordinating tasks and planning out activities.

- **Create a planning committee.** Get a variety of perspectives and ideas from fellow employees to make the event a valuable experience for our Scholars. This event will be a crucial opportunity for Scholars to define the work of your field and organization. A team of facilitators will smoothen the planning process.
- **Get different departments involved.** Show our Scholars all the roles and careers that make up your organization.
- **Announce the event to all employees of your workplace.** Your organization should be notified at least one week prior to the event. Send out a schedule, listing activities as well as locations of activities, so that employees can prepare their work day.
- **Plan the kickoff.** Consider how the hosts and guests will meet each other. Should there be an introductory icebreaker between Scholars and employees? Should the main host prepare a brief message about the workplace and what they hope the day will accomplish? Are there any safety rules or expectations that need to be reviewed before the day starts?
- **Share informational handouts with participants.** Provide flyers, brochures, annual reports, etc. to our Scholars to read through and take home. These handouts may provide important information about your workplace such as the vision, mission, history, policies, programs products, services, careers, and more.
- **Remember to add in break-times.** Our Scholars will need some minutes throughout the day to use the restroom, stretch, or get water. Scheduling breaks can minimize delays and disruptions in the event schedule.
- **Provide name-tags for all Scholars and employees,** so that all participants can be easily identified.
- **Consider what materials and space will be needed for each activity.** Reserve the conference room or other spaces in advance to secure activity locations. If certain activities need specific instructions, make sure to have the instructions printed out for our Scholars to review.
- **Provide a variety of activities throughout the day.** Alternate between lecture-based activities, such as a guest speaking panel, and interactive activities, such as job shadowing. This will maintain the interest and attention of our Scholars. See the list of activities on the following page for suggestions.

ACTIVITY IDEAS

Workplace tour: Give a guided tour of your workplace. Take our Scholars through each department, introduce them to the variety of roles and careers that keep your organization running, and show demonstrations of special equipment and technologies used in your field.

Guest lecturer: Have an employee share information related to your workplace or industry. Explain the history of the organization, how it grew, and what the future holds. Discuss any of the latest issues or challenges the industry is tackling. Emphasize how our Scholars can use their education to get a start in your industry.

Employee panel discussion: Gather employees from various departments to share their work experiences, how they got started in their careers, and valuable advice for any of our Scholars who are interested in exploring your field. Leave room at the end to answer questions!

Executive office meet-and-greet: Take our Scholars to meet and chat with executives from your office. The executive can explain their role in the organization and what it took to reach their position.

Job shadowing: Divide our Scholars into small groups to shadow employees. This would be a great opportunity to learn more about day-to-day tasks of specific roles. Get our Scholars involved in certain responsibilities for a more hands-on experience. For example, have them sit in on a staff meeting or run through a presentation with them to gain feedback.

Group projects: Have a breakout session with small groups of our Scholars to work together on a hands-on project. This can be a useful and creative demonstration for team-oriented tasks. Have employees join in on the project to provide guidance. The projects can be shared with the whole group through mini-presentations, which could be a helpful exercise to practice presentation and public speaking skills. Here are some project examples:

- **Role-playing:** Have Scholars act out certain job roles and perform various tasks. For example, role play a customer service call, with one scholar acting as an employee and another acting as a client. Or have Scholars perform a mock interview, answering questions relevant to your field.
- **Problem-solving:** Discuss several challenges related to your industry and have Scholars brainstorm solutions. Present scenarios from a variety of departments, such as how to deal with complaints in customer service or mediating workplace conflicts with HR.
- **Designing and creating:** Have Scholars express their creativity through design projects. For example, if the Scholars are exploring architecture and construction, have them make their own blueprints for a building plan. Or, if your organization is working on a new product, have teams design the look and aesthetic.
- **Equipment/tech demo:** If it is safe, allow Scholars to try out special equipment or technology used in your field. For example, have Scholars try to create something with a model-building software, or let them test out your latest product and share feedback.



SAMPLE AGENDAS

The event agenda lays out all planned activities for the day. It should contain important details such as time and duration of each activity, where the activities will take place, and who will be facilitating each activity. It is helpful to share the agenda with both facilitators and participants so that the event can run smoothly. Below are two sample agendas for Career We Can -- one that is simple and only takes a few hours of a work day and a longer schedule that makes room for more activities. The length of the event can be flexible to fit the needs and parameters of your organization.

SAMPLE SCHEDULE A

TIME	EVENT	LOCATION
8:45 AM - 9:00 AM	Scholars arrive and put on name tags <i>Facilitator:</i> _____	Conference Room A
9:00 AM - 10:00 AM	Introductions, talk about safety and expectations, take a tour of the office and meet with different departments <i>Main Facilitator:</i> _____ <i>Department Speakers:</i> _____ _____	Begin at Conference Room A, end at top floor
10:00 AM - 10:10 AM	Break	
10:10 AM - 10:40 AM	Breakout sessions - Scholars get into groups and are presented with a scenario of a common problem in your industry. They must work together to solve the problem. <i>Facilitator:</i> _____	Conference Room A
10:40 AM - 11:00 AM	Groups present how they would tackle the problem they just discussed. <i>Facilitator:</i> _____	Conference Room A
11:00 AM - 11:45 AM	CEO Meet-and-Greet and Discussion Q & A for the last 15 minutes <i>Facilitator:</i> _____	Conference Room D
11:45 AM - 12:00 PM	Closing remarks and group photo <i>Facilitator:</i> _____	Office Lobby



SAMPLE SCHEDULE B

TIME	EVENT	LOCATION
8:45 AM - 9:00 AM	Scholars arrive and put on name tags <i>Facilitator:</i> _____	Conference Room A
9:00 AM - 9:15 AM	Introductions, talk about safety and expectations <i>Facilitator:</i> _____	Conference Room A
9:15 AM - 10:00 AM	Tour of workplace and tech demonstration <i>Facilitator:</i> _____ <i>Speakers:</i> _____	Begin at Conference Room A, Demonstration on Floor 2, End at Conference Room G
10:00 AM - 10:45 AM	Employee Panel Discussion <i>Facilitator:</i> _____ <i>Speakers:</i> _____	Conference Room G
10:45 AM - 11:00 AM	Break	
11:00 AM - 11:40 AM	Breakout sessions - Scholars get into groups to create pitch presentations, mentors placed with each group <i>Facilitator:</i> _____ <i>Group Mentors:</i> _____	Conference Room G
11:40 AM - 12:00 PM	Groups share their pitch presentations <i>Facilitator:</i> _____ <i>Group Mentors:</i> _____	Conference Room G
12:00 PM - 12:45 PM	Lunch & Break	Cafeteria
12:45 PM - 1:45 PM	CEO Meet-and-Greet and Discussion Q & A for the last 15 min. <i>Facilitator:</i> _____	Conference Room A
1:45 PM - 2:00 PM	Closing remarks and group photo <i>Facilitator:</i> _____	Conference Room A for remarks, Front of office for photo



CAREER WE CAN CHECKLIST AND TIMELINE

The following is a suggested timeline of tasks for planning a successful event. Begin planning at least a month in advance to ensure that both employees and Scholars have a mutually beneficial experience.

SIX TO FOUR WEEKS BEFORE EVENT:

- Meet with planning committee to discuss activities and logistics
 - Confirm a date and get approval from the management team
 - Meet with Core Coordinator to discuss activities, logistics, and scholar participation
 - Announce event to employees and recruit participants
 - Share agenda with Core Coordinator and participating employees
 - Reserve rooms and space for activities
 - Prepare materials and decorations for activities
 - Notify public relations department to announce event participation to the public
-

FOUR TO TWO WEEKS BEFORE EVENT:

- Meet with participating employees to go over agenda and activities
 - Confirm reservations for rooms / space for activities
 - Create name tags for participating employees
 - Finalize materials for activities
 - Confirm participating Scholars with Core Coordinator
-

WEEK OF THE EVENT:

- Send a reminder email to employees about the event
 - Send an updated agenda to Core Coordinator
-

DAY BEFORE THE EVENT:

- Set up rooms / space
- Make sure all activity materials are prepared
- Any other last minute details



FREQUENTLY ASKED QUESTIONS

Should Career We Can take up the entire day, or can it be shorter?

It is up to the workplace to decide how long the event will be for the day and what works best for the organization and its employees. Typically, this event takes up about half the day. Review pages 5 & 6 for suggested schedules and activities.

What is the age group of Scholars who will participate?

Core is a program for both middle schoolers and high schoolers. Currently, we work with two cohorts of 9th graders, ages 14-15, and 12th graders, ages 17-18. Depending on what activities your workplace is planning for the event, you may have the option of hosting only 9th graders, only 12th graders, or have both in one group.

Will this event be disruptive to our business?

Core will work closely with your workplace's managers and associates to minimize disruptions to normal business operations as much as possible. Some departments may need to limit participation, depending on the industry.

Does this event have to take place on the same day as National Take Our Sons and Daughters to Work Day?

This event can take place on any day that works best for your workplace. We go beyond National Take Our Sons and Daughters to Work Day to provide flexibility for your organization and provide more opportunities for our Scholars year-round.

Can Career We Can be scheduled during the school day?

Yes. Core will work with our Scholars, as well as their parents, teachers, and principals, to arrange absences in advance and obtain permission slips. Because this event is an educational program emphasizing workforce readiness, parents and educators are generally supportive of scholar participation.

Is there a cost to participate?

There is no fee to participate, and the only costs to consider are for planned activities and necessary materials. Core can provide meals and snacks to participating Scholars.

Is our workplace protected from liability for this event?

Yes. Prior to joining, all Scholars of the Core program sign a liability waiver stating that they "release the program from any accidents, injuries, or any other damages arising from participation in the program." It is standard procedure for our participants to turn in signed parent permission slips if they want to participate in any external event. Your workplace may also create their own liability waiver for our Scholars and parents to sign prior to the event.



FREQUENTLY ASKED QUESTIONS (CONT.)

How can Core help make this event a success?

Core will recruit Scholars from our program to participate in the event. If the event is during a school day, Core will also notify parents, distribute permission slips to be signed by parents and turned in before the event, and make any prearranged absences with teachers and principals as necessary. Core will provide the list of participants, as well as any necessary information such as allergy/medical issues or emergency contacts. The day of the event, Core will provide transportation for all student participants to and from your workplace. Staff members will be present to chaperone during the entirety of the event. Core can also cover meals and snacks for participating Scholars.

In gratitude for coordinating the event and providing a valuable experience for our Scholars, Core will recognize your organization as an official Career We Can partner. All photos and videos taken during the event will be promoted via social media and our website: corewecan.org. A special plaque will be awarded in commemoration of the event.

Who can I contact from Core to help coordinate this event?

Contact Jennifer, Core's Volunteer and Mentor Program Coordinator, at jennifer@corewecan.org or (702) 490-8547.