



Get the life you love!
CAMPAIGN

including **NATIONAL CAREER DEVELOPMENT WEEK**
 "Career development – making career decisions easier"

Shaping my career in <<name of organisation>>: Live it, Love it, Earn it!

Total time – 2 hours

Time	Activity	Who	Materials required
Pre-event	Set-up room, brief Activity Facilitators and speakers		
10mins	Welcome (Set the scene – background to organisation, activity and corporate priorities)	Manager (speaker)	Theatre set-up (chairs in rows) Video Conference set-up as appropriate
10mins	Introduction (to workshop and outcome) Themes included here will have linkages to Capability Development Priorities.	Event Facilitator	
5mins	Career Story	Staff member (speaker)	
15mins	Activity overview	Event Facilitator	
Notes	Split into 4 equal groups – and rotate around each Activity Station (4 separate corners) (with small number of participants just rotate through each activity in one group)	Event Facilitator to rotate around helping out as needed.	Each group takes their chair into the corner for their 1 st group. Chairs stay in these locations for each activity and then after last activity, chairs are returned to whole group set-up.
15mins	Activity 1 – <i>What do you value in a job?</i> (see <i>Get the life you love</i> Campaign Factsheet) – each participant will receive a copy of the Factsheet to complete	Facilitator	<ul style="list-style-type: none"> • Background information for Facilitator • Copies of the Factsheet • GTLYL pens
15mins	Activity 2 - Vision Board Workshop (A Vision Board is basically a goals poster. Participants will develop a group poster as an example for how	Facilitator	<p>This activity is a group activity – 5 people per group.</p> <ul style="list-style-type: none"> • Background information for Facilitator • 4 small tables to work on

	they would develop one for themselves). Topics for a small group Vision Board can include – A better work environment, Organisation goals, etc		<ul style="list-style-type: none"> • White cardboard (1 per group of 5) • Coloured felt pens (one pack per group (probably 5 packs in total) • Stack of old magazines (any type) • Glue stick (probably 5 in total) • Scissors (2 per group)
15mins	Activity 3 – <i>Where do you want to be in five years?</i> (see <i>Get the life you love</i> Campaign Factsheet) – each participant will receive a copy of the Factsheet to complete	Facilitator	<ul style="list-style-type: none"> • Background information for Facilitator • Copies of the Factsheet • GTLYL pens
15mins	Activity 4 – Organisational activity. Suggested topics here include: Outline of opportunities in your organisation, or profile of jobs that are available (or hard to fill), training opportunities, review of challenges of a recent organisational project or restructure, opportunities in <<name of organisation>> <i>Use them, create them, etc</i>	Facilitator	Question sheet for facilitator and information sheet
15mins	Activity debrief - analysis and discussion (all groups reassemble into main group for conclusions and sharing of Vision Board Posters. Q & A	Event Facilitator	
5mins	Closing	Facilitator and Manager or as appropriate	

Notes: All worksheets or materials completed in the workshop are confidential and for the participants own reference. It is not intended for any of the materials from Activities 1 to 3 to be viewed by others.

The chair moving in the break-out to groups and re-assembly is usually noisy but it is different and creates a bit of a fun atmosphere.

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