

WORKSHOP 2:

FOLLOW UP GUIDANCE NOTES

Objective:

- To source other ideas for the others in your group
- To research and share reflections on ideas shared with you.
- To develop the skills to support and help others

(For instructions on how to schedule an online call on google meet click [here](#)).

Your task for the next meeting:

1. Reflect on the strengths your colleagues have demonstrated. What have you been impressed by?
2. Reflect on the Chat GPT exercise. Which ideas/companies appeal as places you'd like to learn more about? What introductions would you like help with? Can anyone help with any contacts?

3. The action is to think of others in your group and how you can support them.

As people talk, try to think of 1-2 more ideas/ think of people you can introduce to your peers from your meeting. If you don't have a network you can pull on, try to send over interesting websites/job ads/an article for them to read and think of what you can offer to share in the next meeting.

4. Next is a summary of actions for the next few weeks. The 'safe' actions are easy. The goal is to move from safe to the stretch actions. Ideally when you meet as a group, it's helpful to have the goal of completing at least one stretch action.

'Safe'

Research: Spend 15 minutes browsing job boards or career information without applying or committing to anything

Passive learning: Watch YouTube videos, read articles, or take free assessments about your target field or job search skills

Reflection: Journal about career goals, transferable skills, or what attracts you to new opportunities without sharing with anyone

Safe networking: Connect with professionals on LinkedIn without sending personalized messages or making direct requests

Application prep: Update your CV template, create company lists, or prepare interview answers without submitting applications

And more 'stretch' actions:

Make contact: Reach out to a professional in your target field for a short chat about their career journey

Active networking: Attend one industry networking event or virtual meetup and introduce yourself to at least two people

Build skills: Enrol in an online course and commit to completing it with a deadline

Seek feedback: Ask a trusted colleague or mentor to do a mock interview with feedback

Be seen: Write a LinkedIn post about your career journey, learning experience, or professional insights

Demonstrate value: Create a portfolio piece, case study, or volunteer for a project to showcase your abilities (e.g attend a purpose and impact hub session and connect with the charities there for a project/work on a skill gap)

If you are having a conversation with someone, we've provided an aide memoire of questions to get answers to below:

Conversation aide memoire:

- Role overview (how is this broken down over the course of a week
 - what proportions of time are spent doing what)?
- How much demand is there for this skill set/role? (related qu: If I were to apply for a role like this, how much competition would there be?)
- What qualifications are needed? Could someone like me retrain and do this? What qualifications (if any) are most respected?
- What skills are needed to do a job like this well?
- What do you wish someone had warned you about before you did this role?
- Can you give me your thoughts about how much this role lends itself to flexible working (describe your own circumstances if relevant)
- Who should you talk to next (share your reflections - what you do/don't like the sound of and ask for their recommendations on what else you could look at and who else you could speak with).

Follow up meeting format:

Allow 75-90 mins for the next meeting. Suggested timings:

0-20 mins - Each person spends 5 mins sharing their brainstormed ideas and the top 2-4 ideas they like most. What help/introductions would help you?

20-40 mins - Each person share what impresses you about your peers? What strikes you as they've spoken?

40-60 mins - Each person shares any ideas/referrals/thoughts on others - what support can you offer? Can you make any introductions?

60-75 mins - Share thoughts on the aide memoire - or share other ideas of actions which are proving useful (or not!)

Listen to the actions people have taken already. Have they stayed more passive? Can you 'nudge' and help move people towards more 'stretch' actions.

75-90 mins - round up, any other thoughts/business.