**EPiCC SAMPLE 2-HOUR WORKSHOP PLANNING TEMPLATE**

**FOCUS OF WORKSHOP:** “Having a positive career conversation with my teenager….”

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| **Topic** | **Activity**  *\*from activity bank*  **Slide focus** | **Slides from master** | **Timing per slide** | **Timing per section** | **Who will present?**  **What else do I need?** |
| **Welcome,**  **Introduction and Workshop Aims** | * Step in Step Out\* * Parking Lot\* * Workshop Aims | 1  3  4 | 10 min  1 min  1min | 12mins | I will have some parents of students with a disability at this workshop so I will try to get the Integration Coordinator to assist |
| **Setting the Scene and Context** | * Concerns about the future\* * Your Future\* * Positive uncertainty * The changing world of work * Attributes that young people need\* | 7  8  9  6  10 | 12min  1min  1min  3min  3min | 20mins | To make sure my parents of PSD students can fully engage I will use the “Attributes” slide from the Disability specific workshop |
| **The Important Role of Parents and Modelling an Effective Attitude** | * Preferred Future\* * What research says about the important role of parents | 11  5 | 7min  1min | 8min | Focus on the message that a career is more than just paid work |
| **Beginning the Conversation** | * High 5 Messages\* * Change is Constant\* * Follow your Heart\*   *Storytelling activity*   * Engaging young people where they are most engaged in life\*   *Strengths and Skills activity*   * Focus on the Journey * Learning is Ongoing * Access your Allies | 14  15  27  25  16 *(EAL)*  22  28 | 11min  10min  10min  5min  1min  5min  5min | 47min | * Will need internet access for you tube videos “Did You Know?” (Change is Constant) * Consider using Disability specific “favourite things” activity template * Have some agency names and details ready to contribute to “Access your Allies” activity |

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| **Career Conversations** | * Broaden ideas for work and career paths * Career Conversation Starters * Being a good listener * Career resources * Myfuture/myfuture Mini Career Explorer * High 5 Career Development messages * Key workshop messages * Next steps * Next steps | 30  24  32  34  35  37  38  39 | 1min  10min  10min  2min  1min  1min  1min | 26min | * Use NZ website and suggestions to get parents sharing ideas about how to start conversations * Make sure of internet access to demonstrate “my future” website * Prepare a checklist for handouts * Make sure handouts are prepared for take home pack * Make sure car park items have been addressed |
| **End** |  |  |  | 7min | * Advertise next workshop * Ask if there is anyone that the participants would like to include in the next workshop |

This template has been designed to assist you in designing your workshop. As you can see from above, you can pull any slide and put it into any position in your workshop that will suit your delivery style and your audience. Don’t be afraid to experiment!

* Pull slides from one of the customised PowerPoint presentations if they are a better match for your participants.
* Create your own slides and/or activities.
* Import other activities that work well for your cohort and you enjoy using.

You are only limited by your imagination…