

HELPING YOUNG PEOPLE THRIVE IN THE WORKPLACE

Introduction

ACTION4YOUTH IS A PURPOSE-DRIVEN, BESPOKE PROGRAM DEVELOPED BY ACTION4AGRICULTURE TO SUPPORT YOUNG PEOPLE FROM ALL BACKGROUNDS AND EXPERIENCES TO THRIVE IN A CAREER IN AGRICULTURE.

Few areas are more critical to the security and well-being of young people than meaningful and purposeful work. It impacts every aspect of their lives: independence; mental health and well-being; and social interaction. Action4Youth aims to offer young people an enriching experience of work that sets them on the path to independence and future security.

Program outcomes include:

- Increased employer engagement in work-based learning pathways.
- Improved learning and skills development experienced by young people.
- Increased entry-level jobs offered to young people.
- Improved understanding of, and access to, meaningful work.

How can this eBook help you?

This eBook will share with you 5 key steps to helping you thrive in the workplace. The 5 steps are based on the best research from around Australia and internationally, collated by our industry experts at Campus Consultancy.

By learning, applying and following through on what you learn here, you are setting yourself up for a confident start, a thrilling journey and triumphant success throughout your career.

Last topic to come...



Advancing Your
Career



Managing Your
Time and Priorities



Developing Your
Skills and
Knowledge

Building Positive
Relationships



Setting yourself up
for success



Advancing Your Career

Did you know 1 in 2 young Australians are not confident they have the skills they need to advance their career?

Tip to THRIVE...	Key Question	Start here!
Seek out leadership opportunities	What 'needs doing' around my place of work?	<ul style="list-style-type: none">• Put your hand up identifying a problem and offering a solution
Build a professional network	How can I meet other people in my industry to expand my network?	<ul style="list-style-type: none">• Ask your manager what events or groups you can join to network
Set future career goals	How can I share my career goals with my manager?	<ul style="list-style-type: none">• Set SMART goals for your career• Share them with your manager

Advancing Your Career

#1 Seek out leadership opportunities



Even in a part-time or casual job, there may be opportunities to take on leadership roles. For example, you could volunteer to train new employees, lead a project, or take on additional responsibilities. This demonstrates initiative and can help you stand out when it comes time for a promotion or a new job. Additionally, it provides valuable experience in leadership, which is a valuable skill in many industries.

Key Questions

How could I share with my manager that I am ready to take on extra responsibilities?

What would be a good project to start on?

What 'needs doing' around my place of work?

Advancing Your Career

#2 Build a professional network



Building a professional network can help young people connect with other professionals in their field, learn about job opportunities, and gain insights into industry trends and best practices. This can be done through attending industry conferences, joining professional associations, and connecting with colleagues on LinkedIn.

Key Questions

How can I meet other people in my field of work?
What events locally could I attend?

Advancing Your Career

#3 Set future career goals



Setting career goals can help young people focus their efforts and work towards achieving their objectives. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). This can help you identify the skills and knowledge you need to develop, and the types of experiences and opportunities you need to pursue in order to reach your goals. Check out [this video here](#).

Key Questions

How can I share my future career goals with my manager?
What work can I do in this role that will help set me up for my next step (whether that is with this company or another)?

SUMMARY OF STEP 5:

Advancing Your Career

Tip to THRIVE...	Key Question	Start here!
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Build a professional network	How can I meet other people in my industry to expand my network?	<ul style="list-style-type: none">Ask your manager what events or groups you can join to network
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Complete! What's next?

You did it... well done!



Advancing Your
Career



Managing Your
Time and Priorities



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Setting yourself up
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Building Positive
Relationships



Next Steps

Thriving in your career is a journey.
Where do you go from here?

You have learned the 5 key steps to thrive in your career including setting yourself up for success, building positive relationships, managing your time and priorities, developing your skills and knowledge and advancing your career. Now it's time to take the first few steps to make it real.

01

Speak with your manager

You might notice lots of actions involve seeking support. Now is the time to ask for a conversation and share your goals and dreams.

02

Start small

When taking on a new project or developing a new skill start small. This could include spending 10 minutes per day developing a new skill.

03

Celebrate your progress

Put a reminder in your calendar, or a note in your diary, for 100 days from now. When you hit that milestone, reflect on how far you've come.

Conclusion

You now have the knowledge, the steps and the clarity on exactly what to do to thrive in the workplace. Where you start is up to you. Take a few minutes to review your favorite sections and commit to 3 actions below as well as identify anyone in your life who can help and support you.



Action 1



Action 2



Action 3



My support people are:

-
-
-
-

Did you love this eBook?

Please share it with one young person in your community to help them thrive at work and become a leader of today and tomorrow!

References

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(<https://www.medibank.com.au/content/dam/medibank/healthcentric/workbetter/documents/health-report-2017.pdf>)
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(<https://theparentswebsite.com.au/tips-for-teenagers-on-finding-that-first-job/>)
- Headspace Top Jobs Sites in Australia
(<https://headspace.org.au/explore-topics/for-young-people/job-sites-in-australia/>)
- Youth Central (<https://www.youthcentral.vic.gov.au/jobs-and-careers/starting-or-finishing-a-job/tips-for-the-first-day-in-your-new-job>)

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Thank you for all that you do.

Would you like to know more?

Contact us here:

Lynne Strong
lynnestrong@action4ag.com.au
<https://action4youth.com.au/>